

## Planning Application Information Requirements

Please refer to the Planning Services page of the City's website [www.melvillecity.com.au](http://www.melvillecity.com.au) to determine whether a planning application is required for the proposed development.

### All Applications

The following information is to be submitted for **all** planning applications:

- Completed **application form** signed by all landowners (**not** required for Section 40)
- Certificate of title** (**not** required for Section 40 and subdivision clearance applications) / a **complete** copy of the Certificate of Title is required for applications to modify or remove a restrictive covenant
- Non-refundable **fee** – refer to the Planning & Building Fee Schedule available on the City's website
- One copy of all **plans and information** as detailed below for individual application types. All plans are to be to scale and are to include relevant dimensions

Planning applications which do not include all of the information required to complete an assessment will **not** be accepted and will be returned.

### Online Lodgement

Where a planning application is required; the following application types are able to be lodged online through the Online Services page of the City's website:

- Residential Development including new dwellings; and additions and alterations (such as carports and patios) to existing dwellings;
- Non-Residential Development including new commercial buildings, proposed signage and change of use applications;
- Retrospective Development (where unauthorised works have already commenced);
- Removal/Modification of Restrictive Covenants
- Section 40 Liquor Licences

All other applications are to be lodged in person or by mail.

## Information Required for Specific Planning Application Types

In addition to the information required for all applications, outlined below are the information requirements for specific application types.

Please note that the information required contained in this document are considered to be the minimum requirements. The City reserves the right to request further information above and beyond that outlined below during the assessment process.

### Residential New Developments and Alterations and Additions (Including Carports & Patios)

- | Applicant                | Office                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Site plan</b> showing: <ul style="list-style-type: none"><li>– north point</li><li>– street and lot numbers</li><li>– existing ground levels, contours, spot levels and datum point,</li><li>– any existing verge infrastructure eg street trees, power poles, drains</li><li>– all structures to be removed</li><li>– the footprint of the existing and proposed development including the finished floor level of the ground floor</li><li>– existing and proposed means of vehicle access</li><li>– location and dimension of all at-grade car parking bays.</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Floor plans</b> of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the lot boundary lines.                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Elevations</b> indicating all dimensions, existing <b>and</b> proposed development where additions are proposed, and where the proposed development meets the existing natural ground level on site at any given location.                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Overshadowing diagram</b> (formulated in accordance with the R-Codes) for two storey development or greater and where the adjoining land is residential.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Streetscape illustration</b> where discretion is sought in relation to height. The perspective is to include the existing built form of at least two adjoining properties on either side of the subject property and any existing verge infrastructure.                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Traffic Statement or Impact Assessment</b> where more than 10 dwellings are proposed (refer to the WAPC Transport Impact Assessment Guidelines <a href="http://www.planning.wa.gov.au/">http://www.planning.wa.gov.au/</a> )                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Written justification</b> where discretion is sought in relation to Local Planning Scheme No. 6, the R-Codes or Council Policy.                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Home Business / Home Occupation

- | Applicant                | Office                   |                                                                                                                                                                                                                                 |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Site plan</b> showing north point, street and lot numbers, vehicle access point, location and dimension of all car parking and bicycle bays (including loading bays)                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Floor plans</b> of all areas of the dwelling to be utilised by the business.                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Signage details</b> including location of all proposed signage detailed on the site plan, locating on elevations and dimensions of each sign.                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Cover letter</b> outlining description of the proposed business, hours of operation, number of employees, car parking details, delivery information, client visitation rate per week/day and any other relevant information. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Written justification</b> where discretion is sought in relation to LPS6 or Council Policy.                                                                                                                                  |

## Signage

- | Applicant                | Office                   |                                                                                                                                                    |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Site plan</b> showing the north point, street and lot numbers and the location of the proposed signage,                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Elevations</b> including design, dimensions, illumination details, the location of all existing signage to be retained and all proposed signage |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Signage Strategy</b> details where required under Council Policy <i>CP093: Outdoor Advertisements and Signage</i>                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Written justification</b> where discretion is sought in relation to Council Policy.                                                             |

## Subdivision Clearance Request

- | Applicant                | Office                   |                                                                                                                           |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Cover letter</b> confirming clearance of the Local Government conditions contained under the WAPC conditional approval |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Deposited Plan / Survey Strata Plan</b>                                                                                |

## Street Renumbering

- | Applicant                | Office                   |                                           |
|--------------------------|--------------------------|-------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Cover letter</b> outlining the request |

<p><b>Commercial &amp; Industrial</b>  <b>New Developments and Alterations and Additions</b></p>
------------------------------------------------------------------------------------------------------

- | Applicant                | Office                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Site plan</b> showing:</p> <ul style="list-style-type: none"> <li>– north point</li> <li>– street and lot numbers</li> <li>– existing ground levels, contours, spot levels and datum point,</li> <li>– any existing verge infrastructure eg street trees, power poles, drains</li> <li>– all structures to be removed</li> <li>– the footprint of the existing and proposed development including the finished floor level of the ground floor</li> <li>– existing and proposed means of vehicle access</li> <li>– location and dimension of all at-grade car parking bays (including loading bays).</li> </ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Floor plans</b> of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the lot boundary lines.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Elevations</b> indicating all dimensions, existing <b>and</b> proposed development where additions are proposed, and where the proposed development meets the existing natural ground level on site at any given location.</p>                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Overshadowing diagram</b> – (formulated in accordance with the R-Codes) for two storey development or greater and where the adjoining land is residential.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Streetscape illustration</b> – where discretion is sought in relation to height and plot ratio. The perspective is to include the existing and potential built form of at least two adjoining properties on either side of the subject property and any existing verge infrastructure.</p>                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Signage details</b> – including design, dimensions and location of all existing signage to be retained and proposed signage detailed on the site plan and elevations. Where a new development includes multiple tenancies a <b>Signage Strategy</b> is required.</p>                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Landscaping plan</b> – including dimensions/pot sizes, species and locations and details of any trees or other vegetation which are to be retained.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Traffic Impact Statement</b> - (refer to the WAPC Transport Impact Assessment Guidelines <a href="http://www.planning.wa.gov.au/">http://www.planning.wa.gov.au/</a>)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Written justification</b> – where discretion is sought in relation to LPS6, the R-Codes (where applicable) or policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## Change of Use

Applicant Office

- |                          |                          |                                                                                                                                                                                                    |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Site plan</b> showing north point, street and lot numbers, existing and proposed means of vehicular access, location and dimension of all car parking and bicycle bays (including loading bays) |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Floor plans</b> – of each of the floor levels to be occupied and detailing the internal layout of each level.                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Signage details</b> – including design, dimensions and location of all existing signage to be retained and proposed signage detailed on the site plan and elevations.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Traffic Impact Statement</b> - (refer to the WAPC Transport Impact Assessment Guidelines <a href="http://www.planning.wa.gov.au/">http://www.planning.wa.gov.au/</a> )                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Cover letter</b> outlining description of the proposed business, hours of operation, number of employees, car parking details, delivery information and any other relevant information.         |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Written justification</b> – where discretion is sought in relation to LPS6 or Council Policy.                                                                                                   |

## Amendment to Previous Approval

Applicant Office

- |                          |                          |                                                                                                                                                                |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Plans</b> - Where amendments are proposed to the previously approved plans, amended site plan, floor plan and elevation with the amendments clearly marked. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Cover letter</b> outlining the details of the proposed amendment.                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Written justification</b> – where discretion is sought in relation to LPS6, the R-Codes or policy.                                                          |

## Extension of Time to Previous Planning Approval

Applicant Office

- |                          |                          |                                                                                                                   |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Cover letter</b> outlining the details of the request for the proposed extension of time to previous approval. |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------|

## Section 40 Certificates (Liquor Licence), Gaming Permits

Applicant    Office

- Completed Section 40 [Certificate of Local Planning Authority](#)

## Development on Land Zoned or Reserved under the Metropolitan Region Scheme

- Completed MRS Form 1 – refer to the Western Australian Planning Commission website [www.planning.wa.gov.au](http://www.planning.wa.gov.au)
- Digital copy of **all** required plans and documentation on CD or USB **only** (hard copies not required) – refer to the WAPC website for MRS Form 1 application requirements.

## Mixed Use (Residential & Commercial) & Development Assessment Panel Applications

Please note that all DAP applications are required to be **lodged in person** at the City of Melville at a time arranged with a Senior Planning Officer.

Pre lodgement discussion of DAP and Mixed Use Development proposals and their referral to the City of Melville Design Review panel is required prior to formal lodgement.  
The pre lodgement process is free of charge.

Please contact a Senior Planning Officer to commence the pre lodgement process.

### Information Required for formal lodgement of a DAP application:

- Completed hard copy of the Development Assessment Panel application Form 1 or Form 2
- Completed City of Melville application form
- Digital copy of **all** plans and documentation on CD or USB **only** (hard copies not required)

### Information required for all DAP and Mixed Use development applications:

Applicant    Office

- Site plan** showing:
- north point
  - street and lot numbers
  - existing ground levels, contours, spot levels and datum point,
  - any existing verge infrastructure eg street trees, power poles, drains
  - all structures to be removed
  - the footprint of the existing and proposed development including the finished floor level of the ground floor
  - existing and proposed means of vehicle access
  - location and dimension of all at-grade car parking bays (including loading bays).

- Floor plans** of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the lot boundary lines.
- Elevations** indicating all dimensions, and where the proposed development meets the existing natural ground level on site at any given location.
- Overshadowing diagram** – (formulated in accordance with the R-Codes) for two storey development or greater and where the adjoining land is residential.
- Streetscape illustration** - where discretion is sought in relation to height and/or plot ratio. The perspective is to include the existing and potential built form of at least two adjoining properties on either side of the subject property and any existing verge infrastructure.
- Signage details** – including design, dimensions and location of all existing signage to be retained and proposed signage detailed on the site plan and elevations. Where a new development includes multiple tenancies a **Signage Strategy** is required.
- Landscaping plan** – including dimensions, species and locations and details of any trees or other vegetation which are to be retained.
- Traffic Impact Statement** - (refer to the WAPC Transport Impact Assessment Guidelines <http://www.planning.wa.gov.au/>) where development is outside of an Activity Centre Plan.
- Written justification and Amenity Impact Assessment** – where discretion is sought in relation to LPS6, the R-Codes (where applicable) or Council Policy.