

REQUEST FOR DEEMED-TO-COMPLY CHECK

A Deemed-to-Comply check is used to determine whether a single house (or additions to) comply with the relevant planning framework, and can therefore avoid the need for a Development Application. **Please check the Planning Checklist on our [website](#) for all required documentation.**

Type of Application

'Minor' Deemed-to-Comply check (includes a patio, outbuilding, site works/retaining walls, ancillary dwelling, garage/carport or any extensions/additions to a single storey house) - \$73.

'Standard' Deemed-to-Comply check (includes any upper floor extension/addition and the erection of any single house) - \$295.

Property Details (Property relating to the information that you are requesting)

House No:	Street Name:	
Suburb:		Postcode:

Owner Details

Name	Phone No:	
Company Name (if applicable)		
Postal Address	Postcode:	
Email Address		
Signature	Date:	
Signature	Date:	

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 clause 62(2).

Applicant Details

Name	Phone No:	
Company Name (if applicable)		
Postal Address	Postcode:	
Email Address		
Contact Person for correspondence	Phone No:	
Signature	Date:	

Please lodge your application at: [Lodge online](#). On receipt of payment of the Deemed to Comply Check, a Planning Officer will carry out an assessment and provide a response via email. The City cannot guarantee that the requested information will be provided and in the instance that the requested information cannot be provided, the application fee is not refundable.

Required Information and Documentation

	Completed and Signed Request for Deemed to Comply Check application form
	Cover Letter outlining your proposal
	Site plan or plans showing the following: • Location of the site including street names, lot numbers, north point and site dimensions • Existing and proposed ground levels of the site Location, height and type of all existing structures and environmental features • Structures and environmental features proposed to be removed • Existing and proposed means of pedestrian and vehicle access for the site • The location, number, dimensions and layout of all car parking spaces • The nature and extent of any open space and landscaping proposed for the site
	Floor plans and elevations of any building proposed to be erected or altered, and any building that is intended to be retained

We collect your personal information to process your request in accordance with the standards set out in the Privacy and Responsible Information Sharing Act 2024 (PRIS Act). By completing this form, you confirm that you have read and acknowledge the collection of your personal information. For full information about how we handle your personal information, [please visit our privacy page](#).