

# 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). If you are signing on behalf of the landowner, please include a signed letter of authorisation or a copy of the company ASIC document.

**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

A completed copy of the **Planning Information Requirements** checklist for the relevant proposal type.

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

## How to Lodge your Planning Application

### Planning Applications (excluding DAP Applications)

Where a planning application is required, **all** planning application types (excluding DAP applications) can be lodged:

- Online, at [www.melvillecity.wa.gov.au](http://www.melvillecity.wa.gov.au) or
- In person, at the City of Melville, 10 Almondbury Road, Booragoon

### Development Assessment Panel (DAP) Applications

Development Assessment Panel (DAP) Applications can **only** be lodged, after preliminary discussion with a Senior Statutory Planner, via:

- Email, to [pb.planning@melville.wa.gov.au](mailto:pb.planning@melville.wa.gov.au); or
- In person, at the City of Melville, 10 Almondbury Road, Booragoon

\*Please refer to the [City of Melville website](http://www.melvillecity.com.au) for further information on [DAP](#) Applications

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

The information listed in this checklist is a minimum requirement and 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 & Ancillary Dwellings)**

**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

**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, existing **and** proposed development where additions are proposed, 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. 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

**Traffic Statement or Impact Assessment** where more than 10 dwellings are proposed (refer to the [WAPC Transport Impact Assessment Guidelines](#))

**Written justification** where discretion is sought in relation to Local Planning Scheme No. 6, the R-Codes or Council Policy

**Bushfire Attack Level Assessment** – State Planning Policy 3.7 (SPP 3.7) – Planning in Bushfire prone Areas has been addressed (if applicable). To determine if the requirements of SPP3.7 are applicable for your development application, please visit: [State Planning Policy 3.7: Bushfire](#)

**Strata Plan** where a development is for a built strata property. If you are unsure if required, please contact the City's Statutory Planning duty officer to confirm

**Acoustic Report** State Planning Policy 5.4 – Road and Rail Noise has been addressed (applicable). To determine if the requirements of SPP 5.4 are applicable for your development, please visit : [State Planning Policy 5.4: Road and Rail Noise](#)

## Home Business / Home Occupation

**Site plan** showing north point, street and lot numbers, vehicle access point, location and dimension of all car parking and bicycle bays (including loading bays)

**Floor plans** of all areas of the dwelling to be utilised by the business

**Signage details** including location of all proposed signage detailed on the site plan, locating on elevations and dimensions of each sign

**Cover letter** outlining description of the proposed business, hours of operation, number of employees, carparking details, delivery information, client visitation rate per week/day and any other relevant information

**Written justification** where discretion is sought in relation to LPS6 or Council Policy

## Signage

**Site plan** showing the north point, street and lot numbers and the location of the proposed signage

**Elevations** including design, dimensions, illumination details, the location of all existing signage to be retained and all proposed signage

**Signage Strategy** details where required under Council Policy *CP093: Outdoor Advertisements and Signage*

**Illumination Details** confirming the extent of any illumination to the signage and impact on amenity

**Written justification** where discretion is sought in relation to Council Policy

## Subdivision Clearance Request

**Cover letter** confirming clearance of the Local Government conditions contained under the WAPC conditional approval

**Deposited Plan / Survey Strata Plan**

**Photographic evidence** confirming clearance of the Local Government conditions contained under the WAPC conditional approval

## Commercial & Industrial New Developments and Alterations & Additions

*Note: where a land use is proposed as a part of a commercial/industrial development, refer to the 'Change of Use' checklist.*

**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, existing **and** proposed development where additions are proposed, 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 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/pot sizes, 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](#))

**Written justification** where discretion is sought in relation to LPS6, the R-Codes (where applicable) or policy

**Bushfire Attack Level Assessment** State Planning Policy 3.7 (SPP 3.7) – Planning in Bushfire prone Areas has been addressed (if applicable). To determine if the requirements of SPP3.7 are applicable for your development application, please visit: [State Planning Policy 3.7: Bushfire](#)

**Acoustic Report** State Planning Policy 5.4 – Road and Rail Noise has been addressed (applicable). To determine if the requirements of SPP 5.4 are applicable for your development, please visit : [State Planning Policy 5.4: Road and Rail Noise](#)

## Change of Use

*Note: where development is proposed as a part of a change of use application, refer to the 'Commercial and Industrial' checklist in addition to the requirements below.*

**Site plan** 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)

**Floor plans** of each of the floor levels to be occupied and detailing the internal layout of each level

**Signage details** including design, dimensions and location of all existing signage to be retained and proposed signage detailed on the site plan and elevations

**Traffic Impact Statement** (refer to the [WAPC Transport Impact Assessment Guidelines](#))

**Cover letter** outlining the following:

- management plan
- description of the proposed business/land use
- hours of operation
- floor area per use/s
- number of employees
- onsite parking provision
- toilet facilities
- internal fit out details
- structural changes
- signage details
- shop-front treatments
- deliveries/visitation rate per week/day
- any other relevant information to explain the nature and expected scale of the business.

**Written justification** where discretion is sought in relation to LPS6 or Council Policy

**Acoustic Report** if changing to an entertainment use/licensed venue (excluding a liquor store)

**Bushfire Attack Level Assessment** State Planning Policy 3.7 (SPP 3.7) – Planning in Bushfire prone Areas has been addressed (if applicable). To determine if the requirements of SPP3.7 are applicable for your development application, please refer to this link: [State Planning Policy 3.7: Bushfire](#)

### Amendment to Previous Development Approval

**Plans** where amendments are proposed to the previously approved plans, amended site plan, floor plan and elevation with the amendments clearly marked

**Cover letter** outlining the details of the proposed amendment

**Written justification** where discretion is sought in relation to LPS6, the R-Codes or policy

### Extension of Time to Previous Development Approval

**Cover letter** outlining the details of the request for the proposed extension of time to previous approval

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

Completed Section 40 Application Form [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](#)

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

### DAP Submission:

Submit a DAP Application, either:

- **In-person** at the City of Melville, 10 Almondbury Road, Booragoon (payment to be made at the time of lodgement or within 7 days of receiving an invoice). Lodgement in person is to include an electronic copy of the complete submission
- **Email** to [pb.planning@melville.wa.gov.au](mailto:pb.planning@melville.wa.gov.au) (complete submission package to be included). Once the submission has been reviewed and deemed acceptable for lodgement, an invoice for payment will be issued.

*Note: DAP Applications cannot be lodged via the City's online lodgement system*

### DAP Submission Review Process:

The City will review the submission in accordance with Clause 63A of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Should any further information be required, the City will be in contact with the applicant within 7 days of receipt of the submission. Should no further information be required, the City will lodge the application with the DAP Secretariat accordingly.

### 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 USB **only** (hard copies not required) or alternative file sharing arrangement.

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

#### **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.dplh.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.

**Bushfire Attack Level Assessment** State Planning Policy 3.7 (SPP 3.7) – Planning in Bushfire prone Areas has been addressed (if applicable). To determine if the requirements of SPP3.7 are applicable for your development application, please visit: [State Planning Policy 3.7: Bushfire](#)

**Acoustic Report** State Planning Policy 5.4 – Road and Rail Noise has been addressed (applicable). To determine if the requirements of SPP 5.4 are applicable for your development, please visit : [State Planning Policy 5.4: Road and Rail Noise](#)

## Written Planning Advice

**Written request/cover letter** outlining the specific advice or information being requested

**Written Planning Advice Application Form**

**Preliminary scale drawings** site plan, floor plans and elevations, where available (More detailed drawings will enable the City to properly assess the proposal and give practical feedback)

## Deemed to Comply Check (Minor/Standard)

**City of Melville Deemed to Comply Application Form**

**Written request/ cover letter** outlining the specific advice or information being requested

**Preliminary scale drawings** site plan, floor plans and elevations (more detailed drawings will enable the City to properly assess the proposal and give practical feedback)



## Restrictive Covenant Removal

### City of Melville Development Application Form

**A copy of the restrictive covenant documentation** including the specific wording of the covenant (the registration number is on the certificate of title). This can be obtained from Landgate

**A copy of the latest Certificate of Title.** This can be obtained from Landgate

## Application to Obtain Development Approvals and/or Plans

**Written Planning Advice Application Form** completed and signed by current owner

**Identification** i.e. current drivers licence

**Written Consent (if someone other than the owner is applying)** written and signed permission from the current owner to obtain a copy of the plans/approval