

Planning Application Information Requirements

Please refer to the Planning Services page of the City's website 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 (not applicable for Metropolitan Region Scheme development applications).

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 **covering letter** outlining why development approval is required (note this can be a planning report and also include any necessary written justification where discretion is sought).

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

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
- Written Planning Advice

Please refer to the City's [Online Lodgement](#) page

All other applications can 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.

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. These requests would be appropriately justified against the relevant planning framework.

Residential

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

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 www.dplh.wa.gov.au)

Written justification where discretion is sought in relation to Local Planning Scheme No. 6, the R-Codes or Council Policy (note covering letter requirement).

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: <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>

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, car parking 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 (note covering letter requirement).

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 and 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 www.dplh.wa.gov.au)

Written justification – where discretion is sought in relation to LPS6, the R-Codes (where applicable) or policy (note covering letter requirement).

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: <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>

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 below requirements.

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 www.planning.wa.gov.au)

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 – where 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: <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>

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 [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 <https://www.wa.gov.au/organisation/departments-of-planning-lands-and-heritage>

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 unless arrangement is made with the officers to lodge electronically instead.

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 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.

BAL – 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: <https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas>

Written Planning Advice

A written request/cover letter outlining the specific advice or information being requested;

Written Planning Advice Application Form; and

Where available, preliminary scale drawings such as a 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