

All applications seeking approval for significant development must be accompanied by a completed checklist. Incomplete applications will be returned to the applicant with a list of outstanding items.

Please note that before making a significant development application, the prospective applicant must consult with the Commission about the application and, if required by the Commission, request that a design review of the development be conducted.

Information	When is it required (Unless advised otherwise through a pre-lodgement process)	Provided? (applicant to complete)
Pre-lodgement meeting with Department staff and/or written pre-lodgement advice	Always	<input type="checkbox"/> Yes
Completed Significant Development Form 1 Application for Development Approval	Always	<input type="checkbox"/> Yes
Payment of relevant fees – Application Fee (Including additional fees) ¹ <i>The Department will confirm applicable fees and request payment upon request or once application has been submitted.</i>	Always	<input type="checkbox"/> Yes
Current copy of properties Certificate/s of Title (less than 6 months old)	Always	<input type="checkbox"/> Yes
Current copy of properties Deposited Plan or Survey Strata Plan or Strata Plan	Where the site is part of survey strata or strata lot AND/OR Where an easement, notification or encumbrance is listed on the Certificate of Title.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Site feature survey	Always	<input type="checkbox"/> Yes
Proposed development plans drawn to scale (site plan, floor plans, elevation plans, section plans, overshadowing plans, landscaping plans, stormwater plans, signage etc.)	Always (Waiver of overshadowing may be agreed through pre-lodgement)	<input type="checkbox"/> Yes
Demolition plan	Where demolition of an existing building and/or structure that is not exempt from requiring development approval under the applicable planning instrument is proposed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Perspectives	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Render • One high-quality render that clearly depicts the scale of the proposed development, preferably from a local vantage point. The image must be minimum 300DPI at A3 size to suit a 1800 x 1200mm sign (generally at least 10MB). All logos and wording must be removed.	Always	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spatial Data for 3D model and digital twin	Always (higher specification in City of Perth) unless otherwise agreed through pre-lodgement.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Planning report – including (but not limited to): • Site description and context, including site location, history, opportunities and constraints • Proposed development outline, including land uses and floor areas and design principles informing the proposal • Planning considerations, relevant policies and development controls including discretion sought and justification • Relevant technical reports and considerations • Response to pre-lodgement advice and / or design review	Always	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Context analysis and design response – including (but not limited to): • Site, character and context plan(s) and analysis • Design statement demonstrating how the proposal addresses the ten principles of good design outlined in State Planning Policy 7.0 – Design of the Built Environment	Where design review has been requested by the applicant and/or required by the WAPC	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

<p>A statement addressing section 171R of the <i>Planning and Development Act 2005</i>, considering whether approval of the proposal would:</p> <ul style="list-style-type: none"> • Be in the public interest. • Raise any issues of State or Regional importance. • Be consistent with orderly and proper planning. • Preserve the amenity of the locality. 	<p>When seeking a determination that would be inconsistent with the applicable local planning scheme (extraordinary discretion). <input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>A statement addressing the relationship between proposed modifications to the plans and any previous design review advice.</p>	<p>Where the proposal is an amended application (Form 11B-2) and results in modifications to the previously approved plans which have implications on previous design review advice.</p>
<p>Specialist documents and reports addressing matters relevant to the proposed development, potentially including (but not limited to):</p> <ul style="list-style-type: none"> • Bushfire; traffic and parking; noise; heritage; environmental impact; water resource management; visual landscape impact; sustainability, water and energy efficiency; contaminated sites; waste management; stormwater; servicing such as water, wastewater, drainage, electricity and gas. <p>Additional information is provided below to assist.</p>	<p>Where applicable and/or identified as required through pre-lodgement advice <input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>Details of any other regulatory approvals related to the development that have been granted, are currently being sought, or are planned to be sought.</p>	<p>Where applicable <input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>Any other information identified as being required through pre-lodgement advice.</p>	<p>Where applicable <input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>A completed copy of this checklist</p>	<p>Always <input type="checkbox"/> Yes</p>

¹ Additional fees such as SDRP design review may be paid within a time specified by the WAPC.

Additional Information

Common technical information that is required to be submitted in support of development applications includes:

Bushfire Prone Area

- A Bushfire Attack Level (BAL) Assessment and/or BAL Contour Map is required if all, or a portion of the proposed development is located within a designated bushfire prone area according to the [Map of Bushfire Prone Areas](#).
- A Bushfire Management Plan (BMP) is required if a BAL Contour Map has been prepared and indicates areas of the subject site as BAL-12.5 or above.

Refer to [State Planning Policy 3.7 – Bushfire and associated guidelines for more information](#).

Environmental Impacts

- An environmental impact report and/or management plans may be required if the proposed development has the potential to have a significant effect on the environment.
- If the proposed development appears to be a 'significant proposal' as defined under the *Environmental Protection Act 1986*, it may require referral to the Environmental Protection Authority (EPA) for a decision to assess. The EPA's [Environmental Guidance for Planning and Development](#) and [Step-by-step through the proposal assessment process](#) provides some general information. Contact EPA Services at Department of Water and Environmental Regulation (DWER) for further detail.
- A flora and fauna survey (undertaken at the appropriate time of year) and/or management plan is required if the proposed development:
 - Involves the clearing of native vegetation. Contact DWER for more information.
 - May impact on a threatened or priority ecological community or species. Contact Department of Biodiversity, Conservation and Attractions (DBCA) for more information.

Water Resource Management

- Water management strategies and/or management plans are required if there are any significant water management issues such as flood/storm surge risks or water supply/wastewater issues, particularly if the proposed development is on or adjacent to land that contains water resources that have been identified as having significant economic, social and/or environmental values such as public drinking water supply areas, Country Area Water Supply Act catchments or catchments subject to Water Quality Improvement Plans. Reports and/or management plans should be consistent with any District or Subdivision Water Management Reports. Refer to [State Planning Policy 2.9 – Water Resources](#) and [draft State Planning Policy 2.9 – Planning for Water](#) for more information.
- Analysis, impact assessment and a water management response are required for any proposal on land that is prone to flooding/inundation and/or has a high water table and/or is within a public drinking water source area. Refer to the mapping and information on the DWER website or contact DWER for more information.

- A Stormwater Management Plan may be required if the development proposes on-site treatment and off-site discharge of stormwater, or where there is no existing drainage system in place. Refer to [State Planning Policy 2.9 – Water Resources](#), [draft State Planning Policy 2.9 – Planning for Water](#) and [State Planning Policy 7.3 – Residential Design Codes](#) for more information.

Heritage Places

- A Heritage Impact Statement (HIS) is required if the proposed development is on land that contains a place on the State Heritage Register, a Local Heritage List or a Local Heritage Area. Refer to the [HIS Guide](#) and/or contact the Heritage Council of WA (HCWA) for more information.
- An archaeological study and/or cultural heritage management plan may be required if the proposed development is on land that contains (or may contain) an Aboriginal cultural heritage site. Refer to the [Department of Planning, Lands and Heritage website](#) for more information and/or to search for Aboriginal heritage on the ACHIS map viewer.

Noise Impacts

An acoustic report and/or noise management plan is required if the proposed development:

- Involves noise sensitive land use(s) and is on land within the trigger distance of a transport corridor as defined by State Planning Policy 5.4 – Road and Rail Noise. Refer to [State Planning Policy 5.4 – Road and Rail Noise and associated guidelines](#) for more information.
- Is within close proximity to noise sensitive land use(s) and involves significant noise emitting activity such as entertainment, amplified music and public gatherings. Refer to [Assessment of Environmental Noise Emissions Guideline](#) for more information.

Activity Centres

- A net benefit test is required if the proposed development is defined under State Planning Policy 4.2 – Activity Centres as a major development within an activity centre exceeding the identified need or an out-of-centre development. Refer to [State Planning Policy 4.2 – Activity Centres and associated guidelines](#) for more information.

Contaminated Sites

- Development specific requirements are dependent on the individual contamination risks associated with the land however, a contaminated site investigation and/or a remediation action plan may be required where the development:
 - Is on land that has been classified, reported, or is required to be reported, under the *Contaminated Sites Act 2003*. Refer to the [Contaminated Sites Database](#) and/or contact DWER to request a Basic Summary of Records for more information.
 - Is on land that has been used for a potentially contaminating activity. Refer to Appendix B of DWER's [Assessment and Management of Contaminated Sites Guideline](#) for more information; or
 - Involves a change to a more sensitive land use such as changing from a service station or landfill to residential.

Transport Impacts

- A Transport Impact Statement (TIS) is required if the proposed development would generate between 10-100 vehicle trips during its peak hour or a Transport Impact Assessment (TIA) with SIDRA modelling if the proposed development would generate more than 100 vehicle trips during its peak hour. Refer to the [Transport Impact Assessment Guidelines](#) for more information
- A Parking Management Plan (PMP) may be required if the development proposes a lesser number of car parking spaces than required under the relevant local planning instrument and/or involves car stackers, tandem bays or shared parking arrangements.
- A road safety audit is required if the proposed development involves a permanent change to the road layout on a State managed road. Contact Main Roads WA (MRWA) for more information.
- A copy of the Deposited Plan/Survey Strata Plan/Strata Plan on which an adjoining right-of-way or private road was created is required if the development proposes access to and/or from the right-of-way or private road. Contact Landgate for more information.

Waste Management

- A Waste Management Plan and/or Strategy is required if the proposed development involves the generation/storage of waste on-site, particularly where it involves collection by a private waste contractor, generation of high volumes of waste, hazardous waste or biological waste, or in physically constrained environments. Applicants should refer to the relevant local government waste management guidelines to assist with the preparation of a Waste Management Plan and/or Strategy.

Servicing Reports

- A servicing report dealing with matters such as water, wastewater, drainage, electricity, and gas may be required if the proposed development is on land that is currently un-serviced, has constrained access to services and/or the proposed development will generate significantly increased servicing demands.

Please refer to the Department of Planning, Lands and Heritage's Part 11B Significant Development – Application Guide for more information.

OFFICE USE ONLY

Accepted by:

Date: