

To ensure your application can be processed, all applicants are required to provide the information on the following checklist (where applicable).

Application for Planning Approval Requirement for submission	Applicant Confirmation	Received (Office Use Only)	
		Yes	No
<b>1. Development Application Form</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Applicant Details (including email address), signatures of applicant and all Landowners listed on the Certificate of Title. Complete property details including Lot, Street Number, Street Name and Suburb.			
<b>2. Copy of Certificate of Title including Lot Diagram Plan of Survey</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Showing all boundaries, easements, restrictive covenants (where applicable) and to be no more than 12 months since issued.			
<b>3. Cover Letter/ Report</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) A letter of justification (including a land use description describing the existing and proposed use of the site) must be submitted with the Development Application as to why any variations to the Planning Scheme and/or Policy provisions.			
<b>4. Plans</b>			
<b>The following plans must be included:</b>			
<b>a) Site Plan (showing all dimensions)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Plan is to be drawn to an appropriate scale (no less than 1:500) showing;			
- Location on the site;			
- Dimensions of the lot;			
- Street names;			
- Lot numbers			
- North Point;			
- Finished Floor Levels (FFL); and			
- Distance of all buildings and structures from the boundary.			
ii. Plan is to show the following of the proposal;			
- Ground levels on site and location;			
- Height and description of all proposed buildings;			
- Structures, fencing and landscaping;			
- Location and dimensions of all car parking spaces;			
- Septic tanks, leach drains and soak wells;			
- Crossovers, earthworks (cross section) including retaining walls; and if applicable			
- Building envelopes, easements and reciprocal access.			
<b>b) Floor Plans (showing all relevant dimensions)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Plans shall indicate an existing (where applicable) and proposed floor plan;			
ii. A plan of every storey with Floor Levels (Natural Ground level (NGL) or AHD)			
iii. Internal layout showing doors/windows etc. and room names;			
iv. Roof/ eave line;			
v. Total floor area in square metres; and			
vi. Lot boundary and setbacks to all boundaries.			

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<b>c) Elevation Plans (showing all relevant dimensions)</b>  i. All applicable elevations are to be submitted with description heading (i.e direction) of each elevation; ii. Plans shall indicate existing (where applicable) and proposed elevations including colour schedule where a façade; iii. Existing/natural and proposed ground and finished floor levels (Natural Ground level (NGL) or AHD); iv. Existing and proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, battery storage units, air conditioners and hot water system); v. Overall height dimensions to be shown from existing/natural ground level to top of roof pitch and vi. Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof e.g. plate height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Bushfire Attack Level Assessment/Bushfire Management Plan (where applicable)</b>  A Bushfire Attack Level Assessment/Bushfire Management Plan may be required if your property falls within a Bushfire Prone Area. Please refer to the Department of Emergency Services Website.  Please speak with the Department prior to lodging your development application for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Landscaping Plan (where applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Additional information that may be required

Please contact the Department if you are unsure if your proposal requires any of the following

#### Specialist Studies (where applicable)

<b>Traffic Impact Statement</b>  May be required where traffic numbers may be increased as a result of the proposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste Management Plan</b>  May be required for larger proposals such as mixed-use developments where there are requirements for commercial waste removal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Submission of application to WAPC through Department of Planning, Lands and Heritage offices

Perth	Perth	Albany	Mandurah	Bunbury
(Postal applications): Locked Bag 2506 Perth WA 6001	(Lodgements in person): Level 2 140 William Street Perth WA 6000  telephone: 6551 8002 facsimile: 6551 9001 NRS: 13 36 77	178 Stirling Terrace PO Box 1108 Albany WA 6331  telephone: 9892 7333	Level 1 - Suite 94 16 Dolphin Drive Mandurah WA 6210  telephone: 9586 4680	6th Floor Bunbury Tower 61 Victoria Street Bunbury WA 6230  telephone: 9791 0577