



Application for Development Approval Checklist

COMMERCIAL DEVELOPMENT

For new buildings, commercial additions, change of use, signage, short stay accommodation and home-based businesses.

NOTE: Your application will not be accepted without submission of this completed checklist. Within seven days of the application being lodged, the Town of Victoria Park will advise by email if the application is accepted or if additional information is required.

APPLICATION FORMS

Town of Victoria Park 'Application for Development Approval' form

Metropolitan Region Scheme (MRS) Form 1

- All landowners to sign form
- Companies – the Sole Director or a Director and Secretary or a minimum of two Directors (as relevant to the company) are to sign application form.
- Development on common property – the strata company or all individual owners are to sign application form.
- A copy of an Offer and Acceptance (O&A) will be permitted where the land is being purchased.

CERTIFICATE OF TITLE

Current copy of the Certificate of Title(s)

- Copy can be ordered from Landgate's website [here](#)

FEE

Payment of required application fee

- The Town's Planning Fees and Charges can be viewed [here](#)

PLANS

Site Feature Survey

- Contours at 0.5m intervals extending past property boundaries
- Relevant spot levels; location and finished floor levels of adjoining buildings
- All structures, including buildings and retaining walls
- Existing landscaped area(s)
- Trees on the site
- Show adjacent street verge(s) – including street trees and other fixtures (bus stops, power poles, traffic islands etc)
- Location of adjoining buildings

N/A – application is for signage, change of use, home-based business or short stay accommodation, where no external alterations are proposed

Proposed Site Plan

- Site dimensions, scale bar, north point, lot boundaries and existing contours and levels
- Proposed buildings and existing buildings to be retained on the site
- Structures and trees to be demolished or removed
- Setback distances of buildings from the boundaries of the site
- Finished levels of all proposed buildings, walls, fences, retaining walls and other structures
- Proposed tree and tree growth zone (*refer to Council's Local Planning Policy 39 – Tree Planting and Retention*)
- Proposed landscaping
- Location and dimensions of driveways, crossovers, pedestrian accessways and parking spaces
- Size, location and capacity of soakwells or other measures for on-site stormwater retention (*refer to the Town's 'Onsite Stormwater Drainage' fact sheet, available from the Town's website*)
- Proposed finished ground levels over the site
- Location, height (relative to natural ground level) and length of all existing and proposed retaining walls
- Location of any proposed signage
- Plot ratio calculation

Proposed Floor Plans

- Show the lot boundaries
- Indicate the nature of each area (i.e. Office, Storage, Café Dining Area)
- Location of external doors and windows
- Dot the extent of roof line and eaves
- The line of any upper floors clearly indicated over the lower floor plan

Proposed Elevation Plans

- Existing natural ground levels, wall heights and roof heights
- Proposed finished floor levels and ground levels
- Location of openings and if openings are clear glass or obscure and fixed glass
- The external appearance of the building
- The external appearance and height of any proposed fencing forward of the building line

N/A – application is for signage, change of use or short stay accommodation, where no external alterations are proposed

Overshadowing Diagram

- Show shadow-cast to adjoining properties, as at midday 21 June

N/A – application is for single storey development, signage, change of use, home-based business or short stay accommodation, where no external alterations are proposed

SUPPORTING INFORMATION

Justification letter or planning report

- A letter or report indicating:
 - the proposed variation(s) to the Town of Victoria Park Town Planning Scheme No.1 and/or Council's Local Planning Policies
 - why a variation is proposed
 - how the corresponding design principle(s) have been satisfied

N/A – no variations proposed to planning framework*

*** Please check if development is exempt from development approval**

For more information please refer to 'Council's Local Planning Policy – Exemptions from Development Approval' or call Duty Planner on (08) 9311 8111

Written description of business

- A letter indicating:
 - description of business activities
 - number of staff
 - maximum number of customers or patrons, at a given time
 - operating hours
 - net lettable area
 - description of machinery used
 - the nature and frequency of deliveries
 - outline waste disposal method(s)

Signage	
<ul style="list-style-type: none"> • Provide dimensioned graphic of all proposed signage • Complete 'Additional Information for Signage' form available on Town's website here 	
N/A – application no signage is proposed	

Colours & Materials Schedule	
<ul style="list-style-type: none"> • Schedule of all external finishes and materials of the development including roof, walls, windows, fencing, and driveway materials and colours. A form is available on Town's website here 	
N/A – application is for signage, change of use, home-based business or short stay accommodation, where no external alterations are proposed	

Short-stay Accommodation Management Plan	
<ul style="list-style-type: none"> • Provide a management plan as per template at Appendix 2 of Council's Local Planning Policy 31 – Serviced Apartments and Residential Buildings including Short Term Accommodation 	
N/A – application no short stay accommodation is proposed	

<p>Please note: Depending on the nature of the development being proposed, the following technical reports and/or plans may be required as part of the 'Application for Development Approval' submission</p> <ul style="list-style-type: none"> • Acoustic assessment and/or Noise Management Plan • Transport Impact Statement or Transport Impact Assessment • Landscaping Plan • Waste Management Plan • Dust Management Plan • Parking Management Plan • Urban Design Statement • Perspective drawings 	
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The applicant is advised to remove any personal information from plans and documents (such as individuals names) prior to submission to the Town of Victoria Park, as the information submitted may be available for public viewing (including being published on the Town's website) during consultation.