

DEVELOPMENT APPLICATION CHECKLIST

Change of Use

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

What is a Change of Use Application?

All properties have a 'land use' under the Town's Local Planning Scheme No. 11 (LPS 11). Land uses are listed in within Table 3 – Zoning Table and the definitions included in Part 6.

A 'change of use' occurs when the 'use' of land changes from one to another, e.g. from shop to restaurant. All changes of use require Development Approval prior to commencing the new use unless otherwise exempt by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

If a property was approved for a 'use', another business of the same 'use' may move in without the need for a new approval. For example, a premises being used by one business as an 'office' may have another 'office' type business move into the premises. The new business must comply with all the conditions of approval for the previous relevant Development Approval given to that site (e.g. car parking requirements).

Note that other approvals may be required by other Departments including Building and Health Services. Please contact them via phone at 9377 8000 or email mail@bassendean.wa.gov.au.

Application Forms	
Town of Bassendean's Development Application Form	<input type="checkbox"/>
Metropolitan Region Scheme (MRS) Form 1	<input type="checkbox"/>
<ul style="list-style-type: none"> • All landowners to sign form. • Companies - the Sole Director or a Director and a 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 the Application form. • A copy of the 'Offer and Acceptance' may be submitted where the land is being purchased, and the purchaser may then sign as Owner. 	

Current Copy of Certificate of Title	
This should be less than 6 months old.	<input type="checkbox"/>
You can order a current copy of Certificate of Title through Landgate online .	

Payment of Fees	
Please refer to the Town of Bassendean's Fees and Charges Schedule	<input type="checkbox"/>
Complete and attach the Credit Card Authorisation Form to the application	
Note: Upon receipt of your application the Town will invoice you.	

PLANS

Proposed Site Plan	
<ul style="list-style-type: none"> • Street names, lot number and address; • Site dimensions, scale bar, north point, lot boundaries and existing contours and levels, preferable using Australian Height Datum (AHD), and proposed finished floor levels; • Proposed buildings and existing buildings to be retained on the site; • Structures and trees to be demolished or removed; • 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 or alternative stormwater drainage method; • If the property is a strata property, plan showing whole of strata, not just the unit in question; and • Regulated trees to be retained or affected by any tree damaging activity and any trees proposed to be planted on the development site (refer to Local Planning Policy No. 13 - Tree Retention and Provision). 	<input type="checkbox"/>

Existing and Proposed Floorplan	
<ul style="list-style-type: none"> • Show the lot boundaries; • Access to and use of all areas and rooms; • 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; • The internal floor area (m²) of all areas and rooms to be used for the proposed land use/activity; and • The extent/area (m²) of counter/queuing areas and sit down dining area in the case of a proposed restaurant. 	<input type="checkbox"/>

Proposed Elevations	
<ul style="list-style-type: none"> • All elevations to scale, with the direction of each elevation noted; • Existing natural ground levels, wall heights and roof heights; 	<input type="checkbox"/>

<ul style="list-style-type: none"> Proposed finished floor levels and ground levels, preferably using Australian Height Datum (AHD), or state ground level to remain the same; 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; and The elevations should also include details of the proposed materials, colours and finishes of the development. <p><i>Please Note: Elevations are only required for changes to the external elevations or signage is proposed and or modified.</i></p>	
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SUPPORTING INFORMATION

Documentation to assist in describing the proposed activity or development, including:	
<ul style="list-style-type: none"> Description of proposed business activity / operations; Operation hours, frequency and duration of appointments etc (as applicable); Number of employees, expected customer numbers, clients, staff and student numbers (as applicable); Access to, availability and number of onsite carparking bays provided for staff, customers or clients; Processes or machinery involved in the business; Frequency of deliveries; and Location and demonstration of adequacy of proposed loading/unloading areas for the delivery of goods to and from the site. 	<input type="checkbox"/>

The applicant is advised to remove any personal information from plans and documents (such as individuals names) prior to submission to the Town of Bassendean, as the information submitted may be available for public viewing (including being published on the Town's website) during consultation.

All development applications must be submitted via email to: mail@bassendean.wa.gov.au

Note: Meeting these requirements does not necessarily mean the proposal will be approved. The Town reserves the right to request further information to assist in the assessment process.

The Town's Planning Team can provide information relating to development applications. A duty planner can be contacted in-person between 8:30am and 5pm at the Town's Customer Service Centre (35 Old Perth Road, Bassendean). Alternatively, you can call on 9377 8000 or email mail@bassendean.wa.gov.au.

Applicant's Full Name:

Applicant's Signature:

Date:

Accepting Officer:

Accepting Officer Signature:

Date: