

DEVELOPMENT APPLICATION CHECKLIST

Commercial and Industrial

For new buildings, commercial or industrial additions, change of use and signage

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.

Application Forms	
Town of Bassendean's Development Application Form	☐
Metropolitan Region Scheme (MRS) Form 1	☐
- 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.	☐
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	☐
Complete and attach the Credit Card Authorisation Form to the application	
Note: Upon receipt of your application the Town will invoice you.	

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;	☐

• Verge infrastructure – including street trees and other fixtures (bus stops, power poles, traffic islands etc). • All regulated trees as defined by Local Planning Policy No. 13 – Tree Retention and Provision; and • Location of adjoining buildings. <i>Please note: Site Feature Survey is not required if the application is for minor development including shed or patio where finished floor level is no greater than 0.5 metres above natural ground level.</i>	
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Proposed Site Plan	
• 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 and structures to be retained on the site; • Structures and trees to be demolished or removed; • Location and dimensions of driveways, crossovers and pedestrian accessways; • Location and number of on-site car parking spaces, including provision of any required bays to satisfy disability access requirements; • 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; • Location of bin store; 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).	□

Existing and Proposed Floorplan	
• Show the lot boundaries; • Details of buildings and structures to be erected, access to and use of all areas and rooms; • Location of external doors and windows; • The line of any upper floors clearly indicated over the lower floor plans; • The gross floor area (m²) of all areas and rooms; • The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site, the means of access to and from those areas and details of the types of vehicles that will be used to service the proposed development (i.e. semi-trailer). The minimum design standard for industrial development is medium rigid vehicle (8.8m in length);	□

• The location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the same; • The extent/area (m²) of counter/queuing areas and sit down dining area in the case of a proposed lunch bar or fast food outlet; and • The structures and environmental features that are proposed to be removed and the nature and extent of any open space. <i>Please note: Floor plan is not required if the application is for a minor development including patio or shed.</i>	
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Proposed Elevations	
• All elevations to scale, with the direction of each elevation noted; • Existing natural ground levels, wall heights and roof heights; • 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(s); • The external appearance and height of any proposed fencing forward of the building line; • The elevations should also include details of the proposed materials, colours and finishes of the development; • Contours at maximum intervals of 0.5m; and • Cross-sections through any proposed areas of excavation or filling with the relevant existing, natural and proposed levels related to an established datum, preferably using Australian Height Datum (AHD).	☐

External Colours and Materials Schedule	
• Schedule of all external finishes and materials of the development including roof, walls, windows, fencing, and driveway materials and colours. <i>Please note: External Colours and Materials Schedule does not apply if the application is for minor development where it is not visible from the street.</i>	☐

SUPPORTING INFORMATION

Documentation to assist in describing the proposed activity or development, including:	
• Description of existing and proposed use of the site, proposed hours of operation, frequency and duration of appointments, etc. as applicable; • Number of employees, expected customer numbers, clients, staff and student numbers as applicable;	☐

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| <ul style="list-style-type: none"> • Process or machinery involved in the business; • Frequency of deliveries; • Location of bin store, volume of waste to be accommodated and intended servicing arrangements; • Any report on specialist studies in respect to the development which the Town of Bassendean requires the applicant to undertake, such as site surveys or traffic, heritage, environmental, engineering or urban design studies; and / or • Landscape Plan. | |
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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 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 9:00am and 4:30pm at the Town's Customer Service Centre (46 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:

The personal information collected on this form will be used by the Town of Bassendean to manage and administer its services and meet legal and governance obligations. Your information may be disclosed to relevant third parties where necessary to provide these services or where required or permitted by law.