

DEVELOPMENT APPLICATION CHECKLIST & MATRIX

Residential Development (Single House, Group Dwellings and Residential Additions)

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	<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.	
You can order a current copy of Certificate of Title through Landgate online .	<input type="checkbox"/>

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	<input type="checkbox"/>
Note: Upon receipt of your application the Town will invoice you.	

PLANS

Site Feature Survey	
<ul style="list-style-type: none"> 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; 	<input type="checkbox"/>

<ul style="list-style-type: none"> • 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. <p><i>Please note: Site Feature Survey not required if the application is for minor development including shed or patio where finished floor level is no greater than 0.5m above natural ground level.</i></p>	
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Proposed Site Plan	
<ul style="list-style-type: none"> • Property details, lot/site boundaries (including for any proposed strata lots), site dimensions, site area(s), street frontage(s), street name(s), lot number(s) and address and north point; • Existing contours at maximum 0.5m intervals and / or spot levels (Australian Height Datum (AHD)); • The position and levels (in AHD) of proposed and existing buildings, street fences, retaining walls and other structures; • Location and size of private open spaces (including the primary garden area) and including areas to be landscaped; • The position and size of soft landscaping areas; • Proposed finished site levels; • The position and dimensions of accessways for pedestrians and vehicles (including swept paths where driveways are proposed), and the position and dimensions of on site and off site car parking spaces; • The position and floor levels (AHD) of major openings to any active habitable spaces of an adjoining building, private open spaces and primary garden areas, where within 7.5 metres of a common lot boundary; • Cones of vision for each source of overlooking, line of sight from any sources of overlooking and / or details of measures proposed to reduce overlooking of the adjoining properties; • Street verge considerations including the location of any street trees, power poles, drainage pits, crossovers, footpaths or any other relevant obstructions; • Shadow that would cast at noon on 21 June by any proposed building; • Regulated trees to be retained or affected by any tree damaging activity and any trees proposed to be planted on the development site (<i>refer to Local Planning Policy No. 13 - Tree Retention and Provision</i>); and • All new and retained dwellings to provide details on plans to comply with the sustainability requirements (<i>refer to Local Planning Policy No. 2 – Sustainable Development</i>) 	<input type="checkbox"/>

Proposed Floor Plan	
<ul style="list-style-type: none"> • Show the lot boundaries; • Indicate the purpose of each room (eg. Bedroom, lounge room etc); 	<input type="checkbox"/>

<ul style="list-style-type: none"> • Location of external doors and windows; • Dot the extent of roof line and eaves; and • The line of any upper floors clearly indicated over the lower floor plan. <p><i>Please note: Floor plan is not applicable if the application is for a minor development including patio, carport or garage.</i></p>	
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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; • Proposed finished floor levels and ground levels, preferably using (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 – proposed materials, colours and finishes of the development; • The external appearance and height of any proposed fencing forward of the building line; and • Cross sections of any proposed areas of excavation or fill with the relevant natural and proposed ground levels (in AHD). 	<input type="checkbox"/>

External colours and 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 the Town's website here. <p><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></p>	<input type="checkbox"/>

Proposed Overshadowing Diagram	
<ul style="list-style-type: none"> • Show shadow-cast to adjoining properties, as at midday 21 June <p><i>Please note: Overshadowing diagram not required if the application is for single storey development.</i></p>	<input type="checkbox"/>

SUPPORTING INFORMATION

Justification letter or planning report *	
<p>A letter or report indicating:</p> <ul style="list-style-type: none"> • The proposed variation(s) to the 'deemed-to-comply' provisions of Residential Design Codes (R-Codes) Volume 1 and/or Council's Local Planning Policies • Why a variation is proposed. • How the corresponding design principle(s) have been satisfied. 	<input type="checkbox"/>

*Doesn't apply if there are no variations proposed to the planning framework **
*If a single house or residential additions are proposed, please check if development is exempt from development approval. The Town's Planning Team can assist to confirm exemptions.

Note: All grouped dwellings require development approval.

Written approval from adjoining landowner

Consultation with adjoining owners may be necessary where variations to the R-Codes and/or Council Policies are sought. To ensure a streamlined process, the applicant may submit a proforma and plans signed by the affected landowner. These plans will need to include the following:

- Details of proposed variation/s;
- The words "we do not object to the proposal or we object to the proposal" and
- The neighbours (property owner) full name(s) and contact number.

Alternatively, the Town's Planning Officers will write to those affected during the assessment process.



Accompanying Information: Please check with Planning Services whether information additional to the list below is required (e.g. for developments in the floodplain, bushfire prone areas, heritage properties etc.).

If your property is listed on the State Register of Heritage Places, Local Heritage List, Local Heritage Survey or located within one of the Town's Heritage Areas, please refer to the Development on Heritage Properties Information Sheet and Local Planning Policy No. 4 – Heritage and Character.

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 9am and 4:30pm 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:

	Patio, outbuilding, fence or retaining wall	Carport / Garage	Residential Additions	Ancillary Dwelling (Granny Flat)	Single House	Grouped Dwelling
Site Plan	✓	✓	✓	✓	✓	✓
Certificate of Title	✓	✓	✓	✓	✓	✓
Strata Plan (required only if in a strata complex)	✓	✓	✓	✓	✓	✓
Floor Plan	x	x	✓	✓	✓	✓
Elevations	✓	✓	✓	✓	✓	✓
Site Survey	Not required unless finished floor level is proposed to be increased 0.5m above natural ground level.		✓	✓	✓	✓
Overshadowing Diagram	x	x	Only required if the proposed additions, granny flat, single house or grouped dwellings are two storeys or more.			
Colours and Materials Schedule	Only required if the property is in a Heritage Area OR on Heritage List OR is visible from the street.		✓	✓	✓	✓