



# Application for Development Approval Checklist

## SIGNIFICANT DEVELOPMENTS

**For Development Assessment Panel (DAP) applications and development involving more than 3 storeys**

NOTE: Your application will not be accepted without submission of this completed checklist. Within 7 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	
Development Assessment Panel (DAP) Form 1 or 2 (if applicable)	
<ul style="list-style-type: none"> <li>All landowners to sign application form</li> <li>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.</li> <li>Development on common property – the Strata Company or all individual owners are to sign application form.</li> </ul>	

## CERTIFICATE OF TITLE

Current copy of the Certificate of Title(s)	
<ul style="list-style-type: none"> <li>Copy can be ordered from Landgate's website <a href="#">here</a></li> </ul>	

## FEE

Payment of required application fee	
<ul style="list-style-type: none"> <li>The Town's Planning Fees and Charges can be viewed <a href="#">here</a></li> </ul>	



## PLANS

### Site Plan

- Any proposed site amalgamation or subdivision
- Indicative footprint of the proposal
- Setbacks and building separation dimensions
- Site entry points
- Areas of communal open space and private open space
- Indicative locations of planting and deep soil areas including retained or proposed significant trees
- Interface with public domain
- Landscape intent (through simple sketches)

### Landscaping Plan

- Building footprint of the proposal including pedestrian, vehicle and service access
- Trees to remain with their tree protection areas (relative to the proposed development)
- Dot trees to be removed
- Deep soil areas and associated tree planting
- Areas of planting on structure and soil depth
- Proposed planting including species and size
- Details of public space, communal open space and private open space
- External ramps, stairs and retaining wall levels
- Security features and access points
- Built landscape elements (fences, pergolas, walls, planters and water features)
- Ground surface treatment with indicative materials and finishes
- Site lighting
- Stormwater management and irrigation concept design



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VIC PARK**

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Administration Centre, 99 Shepperton Road, Victoria Park WA 6100

Locked Bag No. 437, Victoria Park WA 6979

## Floor Plans

- All levels of the building including roof plan
- Layout of entries, circulation areas, lifts and stairs, communal spaces, and service rooms with key dimensions and RL heights shown
- Apartment plans with apartment numbers and areas, all fenestration, typical furniture layouts for each apartment type, room dimensions and intended use, and private open space dimensions (if applicable)
- Accessibility clearance templates for accessible units and common spaces
- Visual privacy separation shown and dimensions where necessary
- Vehicle and service areas, circulation and parking
- Storage areas

## Elevations

- Proposed building height and RL lines
- Building height control
- Setbacks or envelope outline
- Building length and articulation
- Detail and features of the façade and roof design
- Any existing buildings on the site
- Building entries (pedestrian, vehicular and service)
- Profile of buildings on adjacent properties or for 50m in each direction, whichever is most appropriate.
- Samples or images of proposed external materials, finishes and colours of the proposal, keyed to elevations.

## Sections

- Proposed building height and RL lines
- Building height control
- Setbacks or envelope outline
- Adjacent buildings
- Building circulation
- The relationship of the proposal to the ground plane, the street and open spaces particularly at thresholds
- The location and treatment of car parking
- The location of deep soil and soil depth allowance for planting on structure (where applicable)
- Building separation within the development and between neighbouring buildings
- Ceiling heights throughout the development
- Detailed sections of the proposed façades.



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## Building Performance Diagrams

- A solar diagram (where required) at the winter solstice (21 June) at a minimum of hourly intervals showing:
  - Number of hours of solar access to the principal communal open space
  - Number of hours of solar access to units within the proposal and tabulation of results
  - Overshadowing of existing adjacent properties and overshadowing of future potential development where neighbouring sites are planned for higher density
  - Elevation shadows (if likely to fall on neighbouring windows, openings or solar panels)
- A ventilation diagram (where required) showing:
  - Unobstructed path of air movements through dual aspect apartments and tabulation of results

## Illustrative Views

- Photomontages or similar rendering or perspective drawings illustrating the proposal in the context of surrounding development.

**Note: Illustrative views need to be prepared using a perspective that relates to the human eye. Where a photomontage is prepared, it should use a photo taken by a full frame camera with a 50mm lens and 46 degree angle of view.**

## SUPPORTING INFORMATION

### Development Details

- A summary of the proposal that establishes:
  - Plot ratio
  - Building height in metres and storeys
  - Number and mix of apartments (if applicable)
  - Number of car parking spaces
  - Number of bicycle parking spaces
  - Indicative percentage of apartments receiving the minimum level of cross ventilation and daylight access (if applicable)

### SPP7.0 Design Principles Statement

- A draft statement of key points that establishes how the proposal satisfies the **Design Principles of State Planning Policy 7.0 – Design of the Built Environment**

### SPP7.3 Element Objective Assessment

- An explanation of how the proposed development achieves the relevant objectives of **State Planning Policy 7.3 – Residential Design Codes – Volume 2 – Apartments**. A copy of the template can be found [here](#).

N/A – no multiple dwellings (apartments) proposed

### Other – Management Plans and Technical Reports

- Acoustic Assessment Report completed by a suitably qualified acoustic engineer
- Waste Management Plan detailing how waste generated by the proposal will be appropriately managed. Development involving Multiple Dwellings should refer to the WALGA standards prescribed within the guidelines found [here](#)
- Transport Impact Assessment (TIA) or Transport Impact Statement (TIS) detailing how traffic generated by the proposal will be appropriately managed. Applicants are to refer to the Transport Impact Assessment Guidelines (generally Volume 4) found on the Department of Planning, Lands and Heritage website [here](#)
- Public Art concept plans. Further information regarding the public art approval process is found on the Town of Victoria Park website [here](#)
- Response to Design Review Panel comments

**Please note: Depending on the nature of the development being proposed, the following technical reports and/or ancillary documentation may also be required as part of the 'Application for Development Approval' submission**

- [Dust Management Plan](#)
- [Parking Management Plan](#)
- [Urban Design/Streetscape Assessment](#)
- [Heritage Impact statement](#)
- [Sustainability Assessment](#)

The applicant is advised to remove any personal information from plans and documents (such as names of individuals) 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.



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