

APPROVAL SERVICES

INFORMATION SHEET

PLANNING



Current October 2011

What is a 'DA'?

A development application (DA) is a formal request for permission to carry out proposed development, which also includes changing the use of a premise from one activity to another activity. It includes erecting new buildings, swimming pools, adding to or altering existing buildings, demolishing a building or portions of a building, erecting signs or any structures, and changing the use of any part of a building amongst other types of development.

Check with the City's Approval Services Unit if you are unsure whether you need to make a development application.

Ask us first!

Before you start designing your proposal, you need to know about:

- City Planning Scheme No. 2 requirements
- Relevant state environmental or planning policies
- Relevant design principles, guidelines and policies.

Contact the Customer Service Centre to obtain the relevant Council documents as early as possible in the design process or alternatively visit the City's website at www.perth.wa.gov.au. For further advice on a specific proposal, it is suggested that you contact a Planning Officer in the Council's Approval Services Unit on 9461 3366 to make an appointment to discuss your application.

This step can save a lot of work and time when the application is subsequently lodged.

Need other Approvals ?

Your proposal may require approval from other government agencies such as the:

- Heritage Council of Western Australia
- Western Australian Planning Commission
- Development Assessment Panel (DAP)
- Department for Planning and Infrastructure
- Swan River Trust
- East Perth Redevelopment Authority

Where possible we can help you to identify relevant agencies, however, it is your responsibility to ascertain which approvals are required before lodging your application.

Please note that all Development Approvals in the City of Perth with an estimated value over \$15m will be determined by the Perth DAP. If the application is valued between \$10m - \$15m the applicant can choose whether they would like it to be determined by the DAP or the Council. Additional application forms, fees and documentation will be required.

Prepare plans, drawing and information

Major development applications will require comprehensive plans and reports whilst minor applications for a change of use, signs or minor alterations and additions will usually only require relevant information (refer to the attached checklist). The following provides details of the documentation required:-

a) *Statement of Planning Compliance*

A written report demonstrating your proposal's compliance with the development standards and requirements of the City Planning Scheme and for some residential developments, the Residential Design Codes, shall be submitted, including a justification for any proposed variation. Details of the calculation of proposed plot ratio are essential.

b) *Site analysis/feature survey plan(s)*

This plan illustrates and analyses existing site conditions and the relationship of the proposal to surrounding land and buildings. The plan should be drawn at a standard scale of 1:100 or 1:200. The plan should indicate the location of buildings on adjoining properties, the height of these buildings, the location of carparking areas, landscaped areas, significant window openings and any other information that would help to set the context for the locality within which your development is proposed.

A photomontage showing the key contextual streetscape and neighbourhood settings of the proposed development and other relevant images such as impacts on critical/sensitive views from both the public and private domain is recommended.

c) *Plans, elevations and sections*

These drawings must clearly indicate the proposed buildings and works and be drawn at a scale of 1:100 or 1:200. Alterations to existing buildings must clearly indicate the existing building layout and what changes are proposed to the building.

d) *Photo Montage and/or Coloured perspective*

A photo montage and/or colour perspective showing the street elevation of the proposal, including the adjacent buildings, must be submitted for any proposal for a new building. An A4 colour reduced copy of the perspective is also to be provided.

e) *Shadow diagram*

A diagram indicating the extent of overshadowing of the proposal on adjoining properties at the (equinoxes) and the winter solstice (21 June) at the times of 9am, 12noon and 3pm must be provided.

f) *Traffic and Parking Report*

A report prepared by a suitably qualified transportation planner or engineer will need to be provided for all applications that provide additional tenant carparking beyond that permitted under the City Planning Scheme and Perth Parking Policy, for any public parking proposals and for any residential development providing in excess of 25 carparking bays.

g) *Wind Impact Report*

Applications for development of any building higher than 10 storeys are to be accompanied by a wind impact statement prepared by a suitably qualified wind engineer indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development.

h) *Noise Impact/Acoustic Report*

A report prepared by a suitably qualified acoustic consultant is to be submitted in support of any application for development that may generate a noise impact (ie: liquor licensed premises, live or amplified entertainment) and for all for residential development/s in accordance with the City's Residential Design Policy.

i) *Heritage/Conservation Report*

A report prepared by a suitably qualified heritage consultant is to be provided with all applications relating to properties identified as having heritage qualities under the City Planning Scheme, Council's Municipal Heritage Inventory or that is listed in the State Register of Heritage Places.

j) *Waste Management Plan*

The application is to clearly demonstrate the location of waste disposal facilities on the site and provide details of how these facilities will be serviced.

k) *3D Digital Model*

All new buildings and major alterations and additions to the exterior of an existing building require a 3D Model to be submitted. Details can be found in the City's "Digital Rights Management Policy for 3D Digital Models and Development Applications", which is available at www.perth.wa.gov.au

How do I apply for a DA approval ?

To lodge a development application, you should follow these steps:-

1. Check with the City's Planning Officers about the City Planning Scheme controls, restrictions and opportunities affecting your property. The Planning officer can also help you establish which authority will determine your application. This may be the City, the Development Assessment Panel (DAP), the Western Australian Planning Commission (WAPC) etc.
2. Prepare plans and drawings.
3. Prepare a statement of planning compliance.
4. Complete the Metropolitan Region Scheme Form 1 (MRS Form 1) and the checklist for lodging a development application ensuring that:-
 - The form with original signatures must be signed by all owners (or by persons authorised by them in writing to sign on their behalf) and their full names must be clearly printed below.
 - The authorisation letter must state the full name of the person signing the form and contain the owner's signature (please attach to the MRS Form 1).
 - In the instances where a company (or companies) is the owner a Director of each company must sign the MRS Form 1 (or signed by persons authorised by a Director to sign on their behalf) and their full names must be clearly printed below. A letter on each company letterhead with the relevant Directors' signature must be attached to the MRS Form 1.

SAMPLES OF LETTERS OF AUTHORISATION TO SIGN AN APPLICATION ON BEHALF OF A REGISTERED LANDOWNER:

1) On behalf of one or more Landowners

To whom it may concern:

I/We the undersigned hereby authorise*name of person signing MRS Form 1*..... to act on our behalf in all matters relating to the application for approval to commence development at*lot number and street address*.....

Property lot no. and street address	Landowner	Landowners Address	Signature	Date

.....
 Authorised person's signature

2) On behalf of a Company (to be printed on company letterhead)

To whom it may concern:

As the Director/Owner of*company name*..... I hereby confirm that *name of person signing MRS Form 1*....., is authorised to sign the MRS Form 1 for the proposed development at*lot number and street address*.....

.....
Signature Name

.....
Position/ Title Date

.....
Authorised person's signature

Failure to provide the relevant signatures and authorisations will cause delays in the lodgement of your development application.

5. If the application is to be determined by DAP, you must also complete a DAP Form 1 and make an appointment to meet with the City's Planning Officers to submit your application. **DAP applications will not be accepted via the post or without an appointment.** To make an appointment with one of our Planning Officers please contact the Approval Services Unit on 9461 3366.
6. Include an up to date copy of the Certificate of Title (no older than 6 months from date of lodgement) to provide evidence of ownership to confirm the details and dimensions of the lot/s and provide information regarding easements, notifications, etc.
7. Four (4) hard copies of plans and documents are required (plus three (3) additional sets for DAP applications). You are also required to submit digital copies of all plans and documentation on CD-ROM / DVD-ROM (JPEG for images and Adobe PDF for plans). Unclear or incomplete documents will cause delay in the assessment of your application and may be returned for revision.
8. Lodge the complete application along with the checklist (*located on the back page of this document*), plans and drawings, statement of planning compliance and applicable fees (listed in the table below) at the City's Customer Service Centre.

The Fee Structure

Item:	Description of Planning Service	Maximum Fee
1.	Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is:	
(a)	not more than \$50,000	\$139
(b)	more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development
(c)	more than \$500,000 but not more than \$2.5 million	\$1600 + 0.257% for every \$1 in excess of \$500,000
(d)	more than \$2.5 million but not more than \$5 million	\$6740 + 0.206% for every \$1 in excess of \$2.5 million
(e)	more than \$5 million but not more than \$21.5 million	\$11,890 + 0.123% for every \$1 in excess of \$5 million
(f)	more than \$21.5 million	\$32,185
2.	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 (a), (b), (c), (d), (e) or (f) plus by the way of penalty, twice that fee
3.	Provision of a Subdivision Clearance:	
(a)	not more than 5 lots	\$69 per lot
(b)	more than 5 lots but not more than 195 lots	\$69 per lot for the first 5 lots and then \$35 per lot
(c)	more than 195 lots	\$6,959
	Application for approval for a Home Occupation:	
4.	Determining an initial application for approval of a home occupation where the home occupation has not commenced	\$209
5.	Determining an initial application for approval of a home occupation where the home occupation has commenced	\$209 plus, by way of penalty, \$418
6.	Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$69

Item:	Description of Planning Service	Maximum Fee
7.	Determining an application for the renewal of an approval of a home occupation where the application is made after the approval has expired	\$69 plus, by way of penalty, \$138
Application for Change of Use:		
8.	Determining an application for change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or alteration, extension or change has not commenced or been carried out	\$278
	Determining an application for change of use or for alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out	The fee in item 8 plus, by way of penalty, twice that fee. \$278 + 556 = \$834
9.	Providing a Zoning Certificate:	\$69 = (GST) +\$75.90
10.	Reply to a property settlement questionnaire	\$69.00 + (GST) = \$75.90
11.	Providing written planning advice	\$69.00 + (GST) = \$75.90
Development Assessment Panels Fees: <i>Note that the DAP fee is in addition to the above fees.</i>		
12.	A DAP application where the estimated cost of the development is:	
(a)	Not less than \$10 million and less than \$12.5 million	\$5672
(b)	Not less than \$12.5 million and less than \$15 million	\$5834
(c)	Not less than \$15 million and less than \$17.5 million	\$5996
(d)	Not less than \$17.5 million and less than \$20 million	\$6158
(e)	\$20 million or more	\$6320

GST is payable where indicated

Lapsing Applications

Development application approvals lapse after two years (unless specified differently as part of an approval). There is no opportunity for a renewal of a lapsed approval. A new DA needs to be submitted and the full scheduled fee is payable. Minor modifications to an approval issued prior to the current approval lapsing will be charged the full scheduled fee calculated to the value of the proposed modifications but no less than the standard item 1(a) fee. Such approval for modifications will not extend the two year period of the original approval.

Example of Calculation

A planning application for a proposed development valued at \$530,000 would result in a fee of \$1,677 calculated as follows:-

$$\begin{aligned} \$530,000 & \quad \text{Value in excess of } \$500,000 = \$30,000 \\ & = (\$1,600 + (\$30000 \times 0.257\%)) = \$1,677.10 \end{aligned}$$

Goods and Services Tax

A GST will apply to fees for property settlement questionnaires, written planning advice, scheme amendments and structure plans, as these are in the nature of a service. All other planning fees are exempt from GST.

Built Strata

(Form 24 and Form 26 under the Strata titles act)

Please refer to information sheet – Planning (Built Strata)

Applications can be submitted in person at:

**Customer Service Centre
Ground Floor,
Council House
27 St Georges Terrace, Perth**

**Monday - Friday
8.30am - 4.30pm**

Or by post (excluding DAP applications) to:

**City of Perth
Approval Services Unit
GPO Box C120, Perth WA 6839**

To make an appointment to lodge a DAP application with one of the City's Planning Officers or for any further queries relating to the submission process of your DA please phone **9461 3366**.

CHECKLIST FOR LODGING A DEVELOPMENT (PLANNING) APPLICATION

Please tick appropriate box

The following is required for all Development Applications:-

	Yes	No
1. Metropolitan Region Scheme (MRS) Form 1 – IMPORTANT - <ul style="list-style-type: none"> The form with original signatures must be signed by all owners (or by persons authorised by them in writing to sign on their behalf) and their full names must be clearly printed below. The authorisation letter (or copy) must state the full name of the person signing the form and contain the owner's signature (and be attached to the MRS Form 1). In the instances where a company (or companies) is the owner a Director of each company must sign the MRS Form 1 (or signed by persons authorised by a Director to sign on their behalf) and their full names must be clearly printed below. A letter on each company letterhead with the relevant Directors' signature must be attached to the MRS Form 1. 		
2. Phone number where the applicant can be contacted during business hours		
3. A copy of each Certificate of Title (no older than 6 months from date of lodgement). This can be obtained from www.landgate.wa.gov.au		
4. Site analysis/feature survey plan (4 copies)		
5. Floor Plan(s) (4 copies)		
6. Elevation drawings (4 copies)		
7. Application Fees (Note - additional fees are required for DAP Applications)		

The following is also required for larger scale Development Applications:-

8. Sections (4 copies)		
9. Photomontage and/or coloured perspectives (2 copies)		
10. A4 reduced copy of the colour perspective (4 copies)		
11. Overshadowing plan		
12. Landscape plan		
13. Traffic and Parking Report		
14. Wind Impact Report		
15. Acoustic Report		
16. Heritage/Conservation Report		
17. Waste Management Plan		
18. Statement of Planning Compliance including plot ratio calculations		
19. Digital copy of all plans and documents (CD-ROM / DVD ROM)		
20. 3D Digital Model (Required for all new buildings or major alterations & additions to the exterior of a building)		

PLEASE NOTE THAT DAP APPLICATIONS REQUIRE A SEPARATE APPLICATION FORM AND IN ADDITION TO THE ABOVE, A PDF COPY OF THE APPLICATION (PLANS AND DOCUMENTS) AND THREE HARD COPIES.

By signing this form I confirm that I have read and agree to the terms and conditions outlined in the City's "Digital Rights Management Policy for 3D Models and Development Applications".

Applicant's Name _____

Date _____

Applicant's Signature _____

Should you require any assistance please do not hesitate to phone (08) 9461 3366 during business hours. Failure to provide all relevant information may result in delays in processing your application.

Please lodge this form as part of your application