

Checklist – Development (Planning) Application



Town of Cottesloe

This checklist must be completed and submitted with the application.

All documentation and plans may be lodged via:

- **Email:** town@cottesloe.wa.gov.au, or
- **Posted/hand-delivered to the Town's offices, 109 Broome Street, Cottesloe, with an electronic version (eg: USB).**

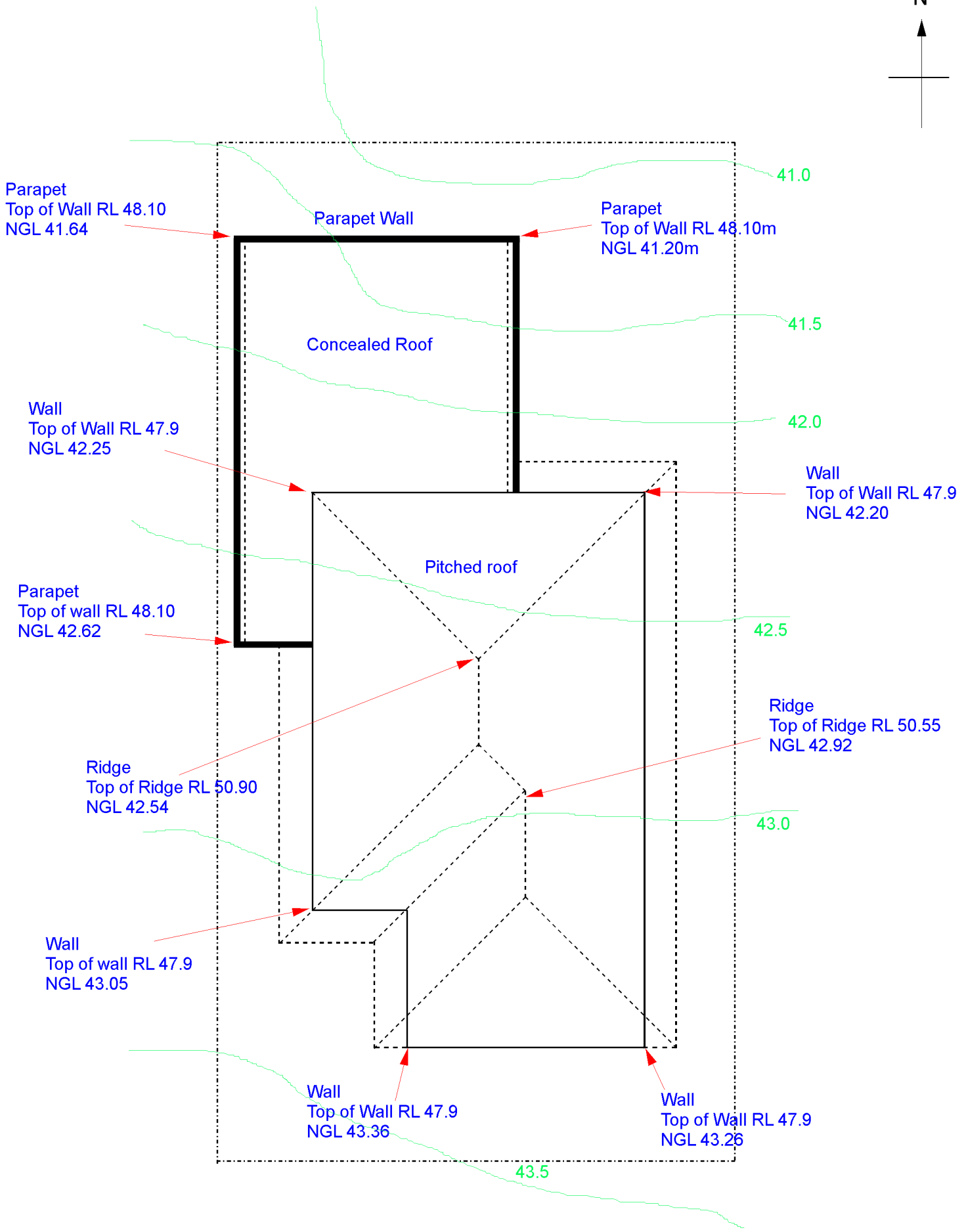
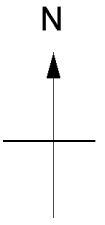
Applicants will be contacted by the Town for payment of fees (if applicable), following receipt of the application.

Completed Application for Development Approval signed by the owner(s) of the land.	<input type="checkbox"/>
A written cover letter summarising the proposal and providing justification against the design principles for any departures to the <i>R-Codes</i> deemed to comply requirements.	<input type="checkbox"/>
Site feature survey drawn to scale (not less than 1:200), endorsed by a Licensed Land Surveyor.	<input type="checkbox"/>
Site plan drawn to scale (not less than 1:200) showing the following: <ul style="list-style-type: none"> – street name, lot number, address, north point and scale bar; – all site boundaries, area dimensions street frontages and street verge features; – existing and proposed site levels, preferably using Australian Height Datum (AHD), contours at maximum 0.5m intervals and spot levels at all boundaries at intervals no greater than 5m; – position and levels of all proposed buildings, fences, retaining walls and other structures; – proposed finished site levels; – position of paved vehicles, pedestrian access ways and car parking spaces; – driveway gradient; – existing structures and trees (indicate which are to be retained and which are to be removed); – private open space areas and dimensions including areas to be landscaped; – shadow cast at noon on 21 June by any proposed building onto any adjoining property; and – landscaping and required tree planting area (as per clause 5.3.2 (C2.2) of the <i>R-Codes</i>). 	<input type="checkbox"/>
Roof plan is drawn to scale (not less than 1:200) showing natural ground levels (as defined by the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>), contours and spot levels <u>and</u> building (wall and roof) heights (RLs). <i>See the example attached.</i>	<input type="checkbox"/>
Floor plan(s) drawn to scale (1:100), showing the following: <ul style="list-style-type: none"> – dimensioned setbacks from all boundaries of the site; and – internal layout of all floors. 	<input type="checkbox"/>

<p>Elevations are drawn to scale (1:100), showing the following:</p> <ul style="list-style-type: none"> – natural and proposed ground levels along the boundaries; – height of any existing/proposed retaining walls; – wall heights measured from the natural ground levels along the boundaries; and – proposed exterior materials, colours and finishes of the development. 	<input type="checkbox"/>
<p>Cross-section(s) drawn to scale (1:100) through any proposed areas of excavation or filling with the natural and proposed ground levels related to an established datum (preferably AHD).</p>	<input type="checkbox"/>

ACCOMPANYING INFORMATION

<p>For applications seeking discretion to building height requirements under clause 5.7.5 of the Town of Cottesloe Local Planning Scheme No. 3 (LPS 3):</p> <ul style="list-style-type: none"> – A composite elevation showing the proposed development and the existing dwellings on either side. – A cover letter addressing the criteria listed in clause 5.7.5 of LPS 3. 	<input type="checkbox"/>
<p>For home occupation and home business applications: Plans and a cover letter addressing the relevant 'Land use definition' in LPS 3.</p>	<input type="checkbox"/>
<p>For short-stay accommodation and serviced apartment applications:</p> <ul style="list-style-type: none"> – Application for Development Approval signed by the strata management where the property is located within a strata complex. – Site plan and floor plans (as above). – Written description of how the proposal will operate including a House Management Plan: <ul style="list-style-type: none"> ○ Management arrangements and emergency contact details; ○ The number of guests to be accommodated; ○ Sleeping arrangements in the proposed accommodation; ○ House rules for guest behaviour; ○ Complaints procedures; ○ Requirements for pets, if applicable; ○ Noise and waste management; and ○ Car parking, check-in, and check-out arrangements. – Details of any proposed signage and online advertisements. 	<input type="checkbox"/>
<p>For non-residential applications: A cover letter detailing staff and customer numbers, allocated parking bays, frequency of deliveries, loading areas, hours of operation, and signage where applicable.</p>	<input type="checkbox"/>
<p>For heritage-listed properties: A heritage impact statement may be required in a form approved by the Heritage Council of Western Australia. Please refer to the heritage information on the Town's website.</p>	<input type="checkbox"/>
<p>For residential applications of two or more dwellings: A diagram of indicative lot boundaries and sizes, including any common property.</p>	<input type="checkbox"/>
<p>For signage applications: A completed <i>Additional Information for Development Approval for Advertisements form</i>.</p>	<input type="checkbox"/>



Example Roof Plan - Building Height