

# Checklist – Development (Planning) Application

This checklist must be completed and submitted with the application.

All documentation and plans may be lodged via:

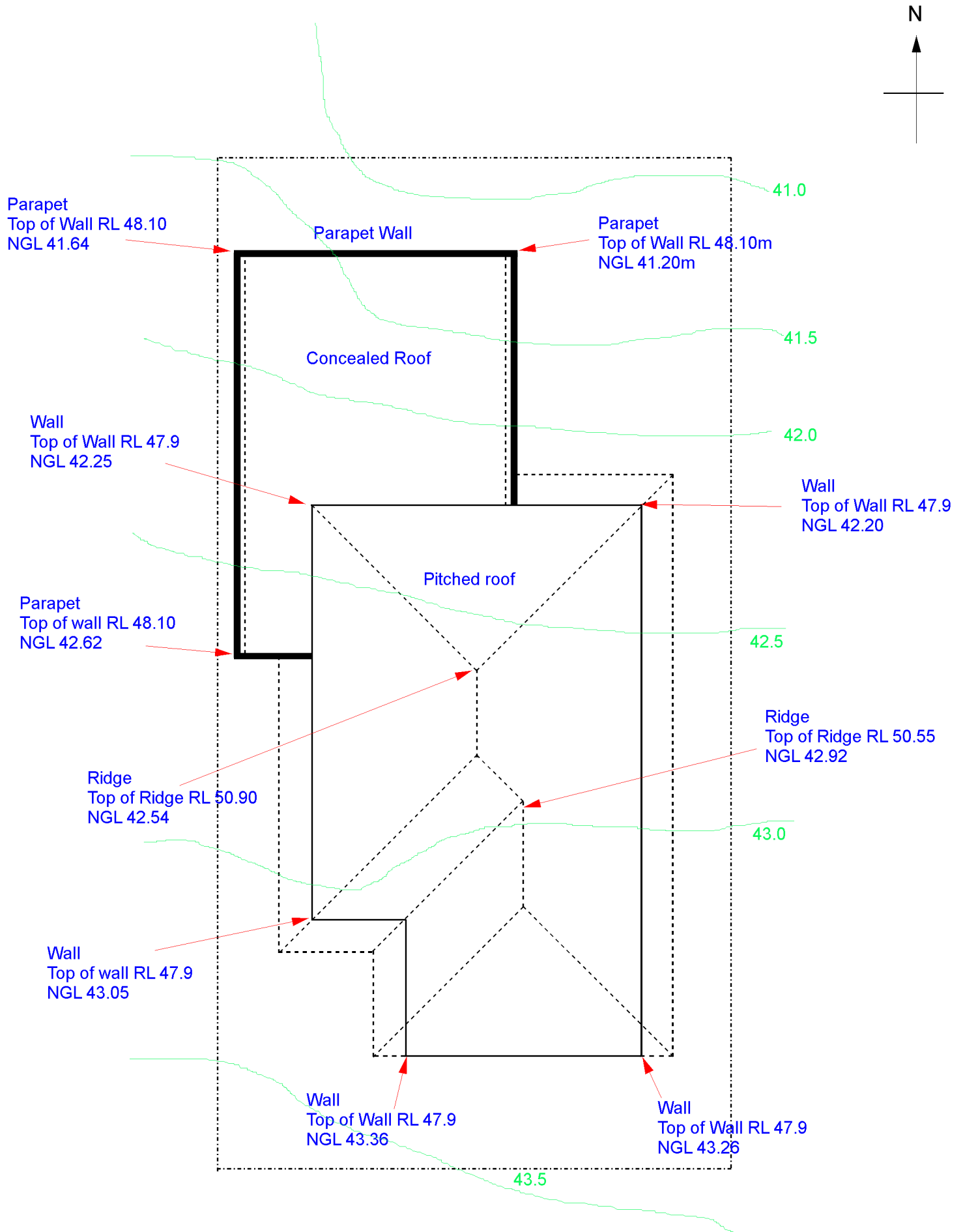
- **Email: [town@cottesloe.wa.gov.au](mailto:town@cottesloe.wa.gov.au), or**
- **Posted/hand-delivered to the Town's offices, 109 Broome Street, Cottesloe, with an electronic version (eg: USB).**

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

Completed <b>Application for Development Approval</b> signed by the owner(s) of the land.	<input type="checkbox"/>
<b>A written cover letter</b> 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"/>
<b>Site feature survey</b> drawn to scale (not less than 1:200), endorsed by a Licensed Land Surveyor.	<input type="checkbox"/>
<b>Site plan</b> drawn to scale (not less than 1:200) showing the following: <ul style="list-style-type: none"> <li>– street name, lot number, address, north point and scale bar;</li> <li>– all site boundaries, area dimensions and street frontages, and street verge features;</li> <li>– 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;</li> <li>– position and levels of all proposed buildings, fences, retaining walls and other structures;</li> <li>– proposed finished site levels;</li> <li>– position of paved vehicle, pedestrian access ways and car parking spaces;</li> <li>– driveway gradient;</li> <li>– existing structures and trees (indicate which are to be retained and which are to be removed);</li> <li>– private open space areas and dimensions including areas to be landscaped;</li> <li>– shadow cast at noon on 21 June by any proposed building onto any adjoining property; and</li> <li>– landscaping and required tree planting area (as per clause 5.3.2 (C2.2) of the <i>R-Codes</i>).</li> </ul>	<input type="checkbox"/>
<b>Roof plan</b> 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"/>
<b>Floor plan(s)</b> drawn to scale (1:100), showing the following: <ul style="list-style-type: none"> <li>– dimensioned setbacks from all boundaries of the site; and</li> <li>– internal layout of all floors.</li> </ul>	<input type="checkbox"/>

<b>Elevations</b> drawn to scale (1:100), showing the following: <ul style="list-style-type: none"> <li>– natural and proposed ground levels along the boundaries;</li> <li>– height of any existing/proposed retaining walls;</li> <li>– wall heights measured from the natural ground levels along the boundaries; and</li> <li>– proposed exterior materials, colours and finishes of the development.</li> </ul>	<input type="checkbox"/>
<b>Cross-section(s)</b> 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).	<input type="checkbox"/>

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



Example Roof Plan - Building Height