

# CHECKLIST



Town of Cottesloe

## 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).***

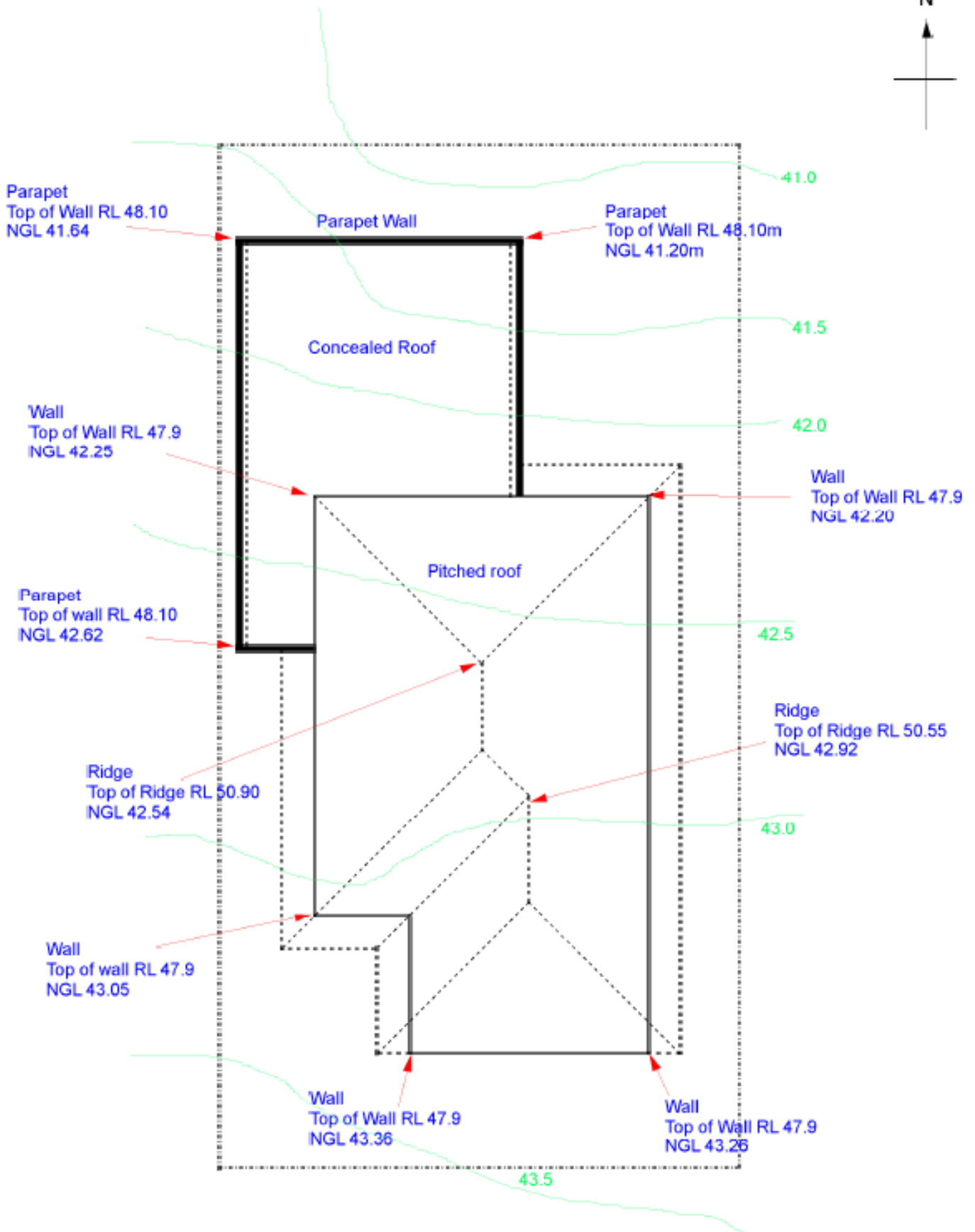
***Applicants will be contacted by the Town for payment of fees (if applicable), following receipt of the application.***

	TICK
Completed <b>Application for Development Approval</b> signed by the owner(s) of the land.	<input type="checkbox"/>
<b>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> 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 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

<p>For applications <b>seeking a discretion to building height</b> 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"> <li>– A composite elevation showing the proposed development and the existing dwellings either side.</li> <li>– A cover letter addressing the criteria listed in clause 5.7.5 of LPS 3.</li> </ul>	<input type="checkbox"/>
<p>For <b>home occupation</b> and <b>home business</b> applications:</p> <p>Plans and a cover letter addressing the relevant 'Land use definition' in LPS 3.</p>	<input type="checkbox"/>
<p>For <b>short stay accommodation</b> and <b>serviced apartment</b> applications:</p> <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>○ Management arrangements and emergency contact details;</li> <li>○ The number of guests to be accommodated;</li> <li>○ Sleeping arrangements in the proposed accommodation;</li> <li>○ House rules for guest behaviour;</li> <li>○ Complaints procedures;</li> <li>○ Requirements for pets, if applicable;</li> <li>○ Noise and waste management; and</li> <li>○ Car parking, check-in, check-out arrangements.</li> </ul> </li> <li>– Details of any proposed signage and on-line advertisements.</li> </ul>	<input type="checkbox"/>
<p>For <b>non-residential</b> applications:</p> <p>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 <b>heritage listed properties</b>:</p> <p>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 <b>residential applications of two or more dwellings</b>:</p> <p>A diagram of indicative lot boundaries and sizes, including any common property.</p>	<input type="checkbox"/>
<p>For <b>signage</b> applications:</p> <p>A completed <i>Additional Information for Development Approval for Advertisements form</i>.</p>	<input type="checkbox"/>

Please see over



## Example Roof Plan - Building Height