

Planning Application – Submission Checklist

When submitting a Planning Application the following information is normally required before the application can be assessed:

- Completed Application Form signed by the owner of the land.
- Payment of the required Planning Fee (refer Planning Fees Schedule)
- Written justification for any variations to Scheme, R-Codes (addressing the relevant Performance Criteria) or Policy requirements (if applicable)
- Written justification for any demolition of properties with a heritage classification.
- Three (3) sets of plans drawn to scale (one set at A3 size), showing relevant dimensions and including:
 - Site layout to a scale of not less than 1:200 showing:
 - Parking, turning & manoeuvring areas and crossovers;
 - Proposed contours, finished floor levels, finished ground levels (including courtyards) and location and height of retaining walls;
 - Location of new buildings and existing buildings to be retained;
 - Courtyards and location of drying areas;
 - Details of front fencing and details of boundary fencing
 - Overshadowing and privacy cone of vision diagrams.
 - Floor plans (1:100 for all floors, and an internal layout of any existing structure to be retained);
 - Elevations (1:100), indicating the natural ground levels;
 - A composite elevation showing the existing and proposed streetscape for all new dwellings.
- A Site Feature Survey (including street verge), drawn to scale (not less than 1:200), endorsed by a Licensed Surveyor, showing:
 - Existing contours at 0.5m intervals extending past property boundaries;

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- Relevant spot levels; location and finished floor levels of adjoining buildings;
- Existing structures, including retaining walls;
- Street trees & other fixtures (bus stops, power poles, traffic islands etc);
- Lot boundaries and dimensions;

For residential applications for two or more dwellings:

- A diagram of indicative lot boundaries and sizes, including any common property (a 'pre-calc' plan).

Enquiries

Enquiries may be made to the Town Planning staff on 9285 5042 or at the Town's office between the hours of 8:30am and 4:30pm, Monday to Friday.

Further information may be available on the Town's website: www.cottesloe.wa.gov.au, or the WAPC website: www.wapc.wa.gov.au