



## INFORMATION SHEET

# Planning Advice Applications in Armadale

### PURPOSE

In accordance with the *Metropolitan Redevelopment Authority Regulations 2011* (as amended), some minor works, acts and activities do not require development approval. Notwithstanding this, a building permit is still generally required from the relevant local government.

In order for the local government to issue a building permit for such works, a letter of advice and plans will be issued to the City of Armadale. A copy of this advice and plans will also be sent to the applicant to accompany your building permit submission.

### EXEMPTIONS

In accordance with the *Metropolitan Redevelopment Authority Regulations 2011*, the following works, acts and activities do not require development approval in the Armadale Redevelopment Area:

- the construction of a swimming pool or a pool barrier if the swimming pool or pool barrier is associated with a dwelling and is behind the front setback of the lot;
- the demolition or removal of a single dwelling or of a minor or ancillary structure, such as a patio, pergola, garage, carport, fence, shed, store room or similar structure;
- the erection of a single storey extension to a single dwelling if the extension is behind the front setback of the lot and complies with the relevant planning framework;
- the erection of a single dwelling on a lot with an area greater than 260m<sup>2</sup>, if the dwelling complies with the relevant planning framework;
- the erection of a minor or ancillary structure such as a patio, pergola, garage, carport, fence, shed, store room or similar structure if the structure complies with an applicable policy published by the Authority; and
- the erection of signage or advertising if the signage or advertising complies with an applicable policy published by the Authority.

### APPLICATION REQUIREMENTS

The following information is required to be submitted to the Metropolitan Redevelopment Authority (MRA) to constitute a complete request for planning advice:

#### 1. Planning Advice Form

All sections of the form must be completed.

#### 2. Cover Letter

A cover letter outlining the proposal, including a general assessment against the relevant planning framework (eg Redevelopment Scheme, Design Guidelines, Local Development Plans and Policies)

### 3. Development Plans

Three (3) copies of the following plans to a minimum scale of 1:200 with at least one copy being A3 size:

a) **Site Plan** showing:

- Outlines lot boundaries, site dimensions, scale bar, north point, adjacent roads/streets, rights of way and easements.
- Existing contours and natural ground levels at regular intervals;
- Provides site preparation details such as the location of any existing structures, any structures or trees to be demolished, areas to be cut and filled, street trees and power poles between the lot boundary and the road.
- Outlines any existing structures on adjoining lots, particularly the position of windows and open space areas (for proposals exceeding one storey).
- Position and finished levels of all proposed buildings, walls, fences, retaining walls and other structures;
- Location and dimensions of driveways, crossovers, pedestrian accessways and parking spaces; and
- Location, height (relative to natural ground level) and length of all existing and proposed retaining walls.

b) **Floor Plan** indicating the internal layout of each floor/building and including:

- The finished floor levels of each floor of the building;
- Use/purpose of all areas/rooms;
- Location of external doors and windows; and
- The line of any upper floors clearly indicated over the lower floor plan.

c) **Elevations** of all buildings indicating:

- Wall and roof heights relative to the established datum (AHD) or proposed finished floor level of buildings;
- Proposed finished floor levels and ground levels;
- Location of openings and if openings are clear glass or obscure glass;
- The external appearance of the building;
- The external appearance and height of any proposed fencing forward of the building line;
- Roof pitch; and
- Details of materials, finishes and colours for all external surfaces including walls, roofs, gates, balustrades and any other external feature.

### 4. Development Application Fee

A \$73 fee applies in accordance with the fee schedule of the *Metropolitan Redevelopment Authority Regulations 2011*. Please be advised that the MRA can accept cash, cheque or EFT payment.

### APPLICATION PROCESS

The MRA will provide a planning advice letter stating if the works are exempt/not exempt from requiring development approval. Should the works be not exempt from requiring development approval, a full development application must be submitted to the Authority for assessment. Please refer to the MRA's **Development Application Checklist** for essential requirements when lodging development applications.