



ESSENTIAL REQUIREMENTS

Development Applications – Additions or Changes to Existing Development

The following information is required to be submitted to the Metropolitan Redevelopment Authority (the Authority) to constitute a complete development application for additions or changes to existing development:

1. Form 1 Application for Approval to Undertake Development

All sections must be completed including applicant and landowner signatures and the estimated cost of development (excluding GST). If the landowner is a business, evidence that the signatory is authorised to sign the Form 1 on behalf of the business is also be provided.

2. Certificate of Title

The development application must be accompanied by a current copy of the Certificate of Title for the land on which the development is proposed. The Authority may also require the Certificate of Title Plan or Strata Plan to be provided.

3. Cover Letter

A cover letter outlining the proposal is to be provided with each application, including details of how the proposal responds to the Authority's planning framework (Redevelopment Scheme, Design Guidelines and Development Policies).

4. Plans

Two (2) copies of all plans, in A4 or A3 size and one (1) digital PDF version provided on a CD or USB, including:

Site Plan

- Outlines lot boundaries, adjacent buildings and roads.
- Provides relevant site details such as the location of existing and proposed development, landscaping, car and bicycle bays, storage or delivery areas, setbacks of proposed structures from lot boundaries, any structures or trees to be removed and any areas to be cut and filled.

Floor Plans

- Outlines the proposed floor layout and, where relevant, the proposed purpose of each room or space, fit-out infrastructure and any proposed modifications to existing rooms / spaces.

Elevations

- Coloured plans showing details, dimensions, materials, colours and finishes for all external surfaces and structures including walls, roofs, fences, screening, balustrading, service hardware and any other external feature.
- External signage – show materials, dimensions, signage content and details of the fixing and illumination of all proposed signage or window decals.

All plans should have a title, scale and reference.

5. Development Application Fee

An application fee in accordance with the fee schedule of the *Metropolitan Redevelopment Authority Regulations 2011* applies. GST is not applicable to development application fees.

The Authority can accept cash, cheque or credit card payment with submission of a hard copy development application. EFT details are available upon request.

6. Further Information

Heritage

Development applications on or immediately abutting land entered in a Metropolitan Redevelopment Authority Heritage Inventory or the State Register of Heritage Places should be accompanied by a Heritage Impact Statement describing the impact of the development on the heritage values of the site, and how heritage fabric and the cultural significance of the site will be conserved and respected. Plans are to show any proposed alterations or fixings to heritage fabric.

Changes of Use and Public Events

The Authority will require documents that detail how the operation of the proposed land use/s or temporary events will be managed, such as Event / Venue / Noise / Delivery / Waste Management Plans, including how potential impacts on surrounding amenity will be minimised.

Complex Additions and Changes to Existing Development

Where relevant, the Authority may also require the submission of architectural or technical reports, documents or plans which are to be prepared by a suitably qualified person at the applicant's expense, in accordance with regulation 18 of the *Metropolitan Redevelopment Authority Regulations 2011*. Please refer to the DA Requirements Checklist for New Development for further information.

This document details the mandatory requirements only for a development application for additions or changes to existing development. You may be requested to submit additional plans and information relevant to the determination of your application.

To ensure the submission of a complete development application and the timely assessment of your proposal, you are encouraged to discuss your application with the Statutory Planning Team prior to making any formal submission. Please contact us at gpo.planning@developmentwa.com.au or 6557 0700 for further information or to make an appointment to discuss your application.



ESSENTIAL REQUIREMENTS

Development Applications – New Development

The following information is required to be submitted to the Metropolitan Redevelopment Authority (the Authority) to constitute a complete development application for new development:

1. Form 1 – Application for Approval to Undertake Development

All sections must be completed including applicant and landowner signatures and the estimated cost of development (excluding GST). If the landowner is a business, evidence that the signatory is authorised to sign the Form 1 on behalf of the business is also to be provided.

2. Certificate of Title

The development application must be accompanied by a current copy of the Certificate of Title for the land on which the development is proposed. The Authority may also require the Certificate of Title Plan or Strata Plan to be provided.

3. Cover Letter

A cover letter outlining the proposal is to be provided with each application, including details of how the proposal responds to the Authority's planning framework (Redevelopment Scheme, Design Guidelines and Policies).

4. Design Statement

A Design Statement is to be provided in support of all major development applications, or as required by the Authority, demonstrating how the design responds to the site context and achieves a high quality built form, urban design and amenity outcome in accordance with:

- The applicable planning framework, including the relevant Design Guidelines; and
- Design Principles of State Planning Policy 7.0: Design of the Built Environment (below):
context and character built form and scale sustainability legibility community
landscape quality functionality and build quality amenity safety aesthetics

5. Technical Reports

Where relevant, the Authority may also require submission of technical reports or documents which are to be prepared by a suitably qualified person at the applicant's expense. Two (2) sets and a digital PDF version of each report should be submitted with the application. In accordance with regulation 18 of the *Metropolitan Redevelopment Authority Regulations 2011*, all technical reports are to detail the proposed development's compliance or compatibility with aspects of the relevant Redevelopment Scheme, Design Guidelines or Policy, including but not limited to the following:

- Green Building – approach to sustainable design and management;
- Landscape Strategy – approach to open space use, urban ecology and amenity;
- Water Management Strategy – approach to sustainable water management;
- Transport Impact Assessment/Traffic Impact Statement;
- Cultural Context Statement – approach to Whadjuk cultural considerations;
- Heritage Impact Statement;
- Wind, overshadowing, light access and ventilation;
- Acoustic Attenuation;
- Waste Management;
- Public Art Report;
- Crime Prevention Through Environmental Design (CPTED) Statement;
- Universal Access Statement; and
- Dwelling Schedule – identify dwelling mix and affordable and adaptable dwellings (including floor areas).

6. Plans

Four (4) unbound copies of all plans in minimum A3 size or larger to suit nominated scale and two (2) digital PDF versions provided on CD or USB, including:

Site and Context Plans

- Outlines the broader setting with aerial photographs and analysis of urban context.
- Outlines lot boundaries, site levels, adjacent roads/streets, rights of way, easements and existing and proposed means of access to and from the site.
- 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 and 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, and associated levels.

Floor Plans

- A complete set of floor plans.

Elevations

- Details of materials, finishes and colours for all external surfaces including walls, roofs, gates, balustrades, service hardware and any other external feature.
- Levels and heights of all floors and building roof.
- Streetscape elevation depicting the relationship between the proposed development and buildings on adjoining lots.

Cross Sections

- Details of internal layouts, dimensions and key features.
- At least two cross sections detailing the natural and proposed finished ground levels of the site and adjoining properties, including adjoining buildings.

Perspective Sketches

- Includes the proposed development and surrounding buildings from each elevation.

Landscape Plan

- Site plan of proposed hard and soft landscaping to ground floor areas, common areas and any proposed public realm or streetscape landscaping.

Materials Schedule

- Schedule of all proposed materials, colours and finishes and indicative specifications or quality benchmarks.

3D Digital Model

- All 3D Models are to be supplied in any of the following formats: Autodesk FBX; DWG; MAX; 3DS; DAE; OBJ or SKP.

7. Development Application Fee

An application fee in accordance with the fee schedule of the *Metropolitan Redevelopment Authority Regulations 2011* applies. GST is not applicable to development application fees.

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This document details the mandatory requirements only for a development application for new development. You may be requested to submit additional plans and information relevant to the determination of your application.

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