

**MINUTES**

**PLANNING COMMITTEE**

**31 MARCH 2015**

**APPROVED FOR RELEASE**



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**GARY STEVENSON PSM  
CHIEF EXECUTIVE OFFICER**



CITY of PERTH

**MINUTES**

**PLANNING COMMITTEE**

**31 MARCH 2015**

THESE MINUTES ARE HEREBY CERTIFIED AS  
CONFIRMED

PRESIDING MEMBER'S  
SIGNATURE

DATE:-----

*[Handwritten Signature]*  
*12/5/15.*

# PLANNING COMMITTEE

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Minutes of the meeting of the City of Perth **Planning Committee** held in Committee Room 1, Ninth Floor, Council House, 27 St Georges Terrace, Perth on **Tuesday, 31 March 2015**.

## **MEMBERS IN ATTENDANCE**

Cr Butler - Presiding Member  
Cr McEvoy  
Cr Harley

## **OFFICERS**

Mr Stevenson - Chief Executive Officer  
Mr Mileham - Director City Planning and Development  
Mr Dunne - Director City Services  
Ms Smith - Manager Approvals Services  
Ms Thrush - A/Manager Governance  
Mr Smith - City Architect  
Ms Honmon - Governance Officer

## **GUESTS AND DEPUTATIONS**

Two members of the public.

One member of the media.

### **PL54/15 DECLARATION OF OPENING**

**5.30pm** The Presiding Member declared the meeting open.

### **PL55/15 APOLOGIES AND MEMBERS ON LEAVE OF ABSENCE**

Nil

### **PL56/15 QUESTION TIME FOR THE PUBLIC**

Nil

**PL57/15 CONFIRMATION OF MINUTES**

*Moved by Cr McEvoy, seconded by Cr Harley*

*That the minutes of the meeting of the Planning Committee held on 10 March 2015 be confirmed as a true and correct record.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Butler, Harley and McEvoy

Against: Nil

**PL58/15 CORRESPONDENCE**

Nil

**PL59/15 DISCLOSURE OF MEMBERS' INTERESTS**

Nil

**PL60/15 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**PL61/15 938 (LOTS 4 - 10) HAY STREET, PERTH – REQUEST FOR APPROVAL AS A DONOR SITE FOR TRANSFER OF PLOT RATIO**

**BACKGROUND:**

SUBURB/LOCATION:	938 (Lots 4 - 10) Hay Street, Perth
FILE REFERENCE:	2015/5013
REPORTING UNIT:	Approval Services
RESPONSIBLE DIRECTORATE:	City Planning and Development
DATE:	17 March 2015
MAP / SCHEDULE:	Schedule 1 - Map for 938 Hay Street, Perth

3D MODEL PRESENTATION: N/A

LANDOWNER: Corporate Equity Pty Ltd and Osum Pty Ltd  
APPLICANT: Brad Smyth  
ZONING: (MRS Zone) Central City Area  
(City Planning Scheme Precinct) Citiplace Precinct  
(P5)  
(City Planning Scheme Use Area) City Centre

APPROXIMATE COST: Nil

### **SITE HISTORY:**

The Council, at its meeting held on **12 December 2006** approved the transfer of 1,391m<sup>2</sup> of the unused plot ratio floor area from 938 Hay Street, Perth to 18 (Lot 20 and 44) The Esplanade, Perth. At the time of the transfer, Policy 4.6.2 Transfer Plot Ratio required a minimum 25% of unused plot ratio to be retained at the donor site. The policy was amended in February 2013 which permitted a minimum of 10% of unused plot ratio to be retained.

### **DETAILS:**

Approval is sought to register an additional 278m<sup>2</sup> (15%) of unused plot ratio at 938 Hay Street, Perth to the City's Register of Transfer Plot Ratio. Under the City Planning Scheme No. 2 the subject site has a plot ratio of 5.0:1 or 2,565m<sup>2</sup> plot ratio floor area.

As justification for the transfer the applicant has advised that the current remaining plot ratio available (463m<sup>2</sup> or 25% of the unused plot ratio) constitutes an additional storey above the existing first floor level of the building. However, the addition of one level could adversely affect the cultural heritage significance of the place. It is proposed to retain 186m<sup>2</sup> (10%) of plot ratio floor space on the subject site in accordance with Policy 4.6.2 Transfer Plot Ratio, accommodating any minor future development or refurbishment.

The applicant has also submitted a copy of the current conservation plan and an updated Heritage Agreement that is yet to be signed by the State Heritage Office, City of Perth and the owners of the building. The owner has stated that the building has been maintained in good condition and that there are currently no urgent repairs required.

### **LEGISLATION / POLICY:**

**Legislation** City Planning Scheme No. 2  
**Section:** Clause 34 Transfer of Plot Ratio

**Policy**  
**Policy No and Name:** 4.6.2 – Transfer Plot Ratio

**COMPLIANCE WITH PLANNING SCHEME:**

The request will comply with clause 34 of City Planning Scheme No. 2 (CPS2) which states:

- (1) The Council may, on request, approve a place as a donor site for the transfer of transferable plot ratio, if the place –*
- (a) is recorded in the register of places of cultural heritage significance or located within a conservation area;*
  - (b) cannot be development to the maximum plot specified in the plot ratio plan without adversely affecting the cultural heritage significance of:*
    - (i) the place or its locality; or*
    - (ii) any conservation area within which the place is located;*
  - (c) is not reserved or located in a reserve shown on the Scheme map and referred to in clause 12(1) (a) or (b); and*
  - (d) is subject to a conservation plan if the place is of cultural heritage significance.*
- (2) The Council may approved or refuse a request made under clause 34(1). Where it grants approval, the Council –*
- (a) shall determine the amount of transferable plot ratio on a donor site taking into account the need to retain an amount of unused plot ratio for future development, or adaptation of the place; and*
  - (b) shall impose conditions which must be satisfied prior to a place being recorded as a donor site in the register of transfer of plot ratio. These conditions shall include:*
    - (i) the preparation of a heritage agreement, at the landowner's cost to be signed by the landowner and the City and, where the place is listed on the Register of Heritage Places under the Heritage of Western Australia Act 1990, the Heritage Council of Western Australia; and*
    - (ii) if considered necessary by the Council for the conservation of the place, the completion of any urgent works specified in the conservation plan for the place.*
- (3) Approval of a place as a donor site shall lapse if all conditions of the Council's approval are not fulfilled before the expiration of 12 months, or such further period as the Council may determine, from the date of which the Council resolved to grant the approval.*
- (4) On fulfilment of all the conditions of the Council's approval, the place shall be recorded as a donor site in the register of transfer of plot ratio in accordance with clause 35.'*

**COMMENTS:**

**Transfer of Plot Ratio**

Many places of cultural heritage significance comprise buildings that do not utilise the maximum plot ratio that CPS2 allows. As an incentive for heritage conservation, CPS2 allows 90% of the unused plot ratio to be transferred from the site. A minimum of 10% of unused plot ratio shall be retained on the donor site to be used for minor development or the adaptive reuse of the place, guided by a conservation plan.

Approval has already been granted to transfer 75% of the transferable plot ratio from 938 Hay Street. It is now proposed to transfer a further 15%, or 278m<sup>2</sup> of the unused plot ratio floor area from the subject site to the City's register of transfer of plot ratio.

The applicant has provided written justification from a heritage architect in support of the transfer. The architect has advised that any additional development to the building would require additional lift and fire stairs to be provided thus requiring modifications to the coffered panel ceiling of the ground floor tenancy. The coffered ceiling has been assessed in the Conservation Plan for the site as being of 'considerable significance' and as such should be preserved. Given the limited potential for the site, it is considered that the proposal to transfer and additional 278m<sup>2</sup> to the register of transfer of plot ratio can be supported in accordance with clause 34 of CPS2 and Policy 4.6.2 Transfer Plot Ratio.

**State Heritage Office Referral**

The subject site is listed in the State Register of Heritage Places and the City Planning Scheme No. 2 Register of Places of Cultural Heritage Significance. As such the application was referred to the State Heritage Office for comment.

The State Heritage Office advised that the amended Heritage Agreement is satisfactory. In accordance with clause 34(2)(b)(i) of the City Planning Scheme No. 2 the Heritage Agreement now needs to be signed by the owners, the City of Perth and the State Heritage Office. Any approval should be conditioned to require an amended Heritage Agreement to be entered into and finalised prior to the registration of the site as a Donor Site.

**Conclusion**

The proposed transfer of an additional 278m<sup>2</sup> of plot ratio floor space from 938 Hay Street, Perth will assist the owners to conserve and maintain a place of cultural heritage significance. Subject to finalising the updated Heritage Agreement, the subject site will be entered on the City's register of transfer of plot ratio for use in whole or part in proposed developments on future recipient sites, subject to separate applications for approval.



*Moved by Cr McEvoy, seconded by Cr Harley*

*That in accordance with Clause 34 of the City Planning Scheme No. 2, the Council APPROVES the request for 938 (Lots 4 - 10) Hay Street, Perth to be a donor site for the transfer of an additional 278m<sup>2</sup> of transferable plot ratio in accordance with the application for 'Transfer Plot Ratio – Donor Site Approval' dated 6 February 2015, subject to the owners making arrangements for the amended Heritage Agreement for the place to be signed by the owners, the City and the State Heritage Office with the finalised Agreement being submitted to the City prior to the subject site being registered as a donor site in the City's Register of Transfer of Plot Ratio.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Crs Butler, Harley and McEvoy

**Against:** Nil

**PL62/15 151 (LOT 641) RIVERSIDE DRIVE, PERTH AND SWAN RIVER, PERTH - PROPOSED FLOATING HELIPAD AND PEDESTRIAN ACCESS RAMP INCLUDING VEHICLE BAY**

**BACKGROUND:**

SUBURB/LOCATION: 151 Riverside Drive, Perth and Swan River, Perth  
FILE REFERENCE: DA-2015/5059  
REPORTING UNIT: Approval Services  
RESPONSIBLE DIRECTORATE: City Planning and Development  
DATE: 18 March 2015  
MAP / SCHEDULE: Schedule 2 - Map and Drawings of Proposed Helipad  
3D MODEL PRESENTATION: N/A

LANDOWNER: City of Perth and the Crown  
APPLICANT: Skyline Aviation Group  
ZONING: (MRS Zone) Parks and Recreation Reserve  
(City Planning Scheme Precinct) P8 Foreshore  
(City Planning Scheme Use Area) No Use Area  
Applicable  
APPROXIMATE COST: \$2,000,000

**SITE HISTORY:**

The site is currently used for recreation purposes and accommodates a vehicle turnaround area. The site was identified as a preferred location for a helipad in the report undertaken for the City by GHD consultants in 2006 to identify a permanent helipad location in the Perth Central City Area.

The report recommended a river structure along the Riverside Drive foreshore, located as close as practicable to Barrack Square, as the preferred option. Such a location was considered to provide the best balance between operational and safety requirements, impact on residential and commercial areas, future developments and environmental constraints. It also provided maximum flexibility for flight operations and the highest degree of safety and security to passengers, crews and other users of the area. Additionally the site reflects a low noise impact on residential and commercial areas and offers reasonably close proximity to public transport services and parking facilities.

**DETAILS:**

The Swan River Trust has referred an application to the City for comment to locate two floating platforms on the river surface opposite the Perth Concert Hall and Terrace Road car park and 200 metres east of the Western Australian Rowing Club. The approximate location of the pads will be 7.55 metres away from the river edge and the footpath abutting the foreshore.

The floating platforms are designed and have been selected principally to minimise any environmental impact on the River and surrounds. The platforms will be constructed using a concept developed by CubiSystem which is an adaptable system of floating blocks that can be configured to any shape required. The proposal is for two pads of 7.53 metres x 7.53 metres which will be anchored to the shore with the provision of a gangway from the shore for pedestrian access which will be restricted by gate facilities attached to the gangway.

The operator, Skyline Aviation, currently operates helicopter scenic tours and charters from locations such as Newcastle, Port Stephens and Margaret River. Skyline currently operates a number of helicopters including:

- Eurocopter Squirrel AS350.
- Augusta-Bell 206A JetRanger.
- Robinson R44.
- Robinson R22.
- BO105 Twin Engine.

The helipads are proposed to be utilised by Skyline Aviation and other pre-approved helicopter operators under the management of Skyline Aviation during agreed operating hours. Helicopters will not be stationed at the proposed helipads outside normal operating hours. Skyline Aviation Group will purchase the required helicopters

for use in the enterprise. That being the case, the applicant is requesting a minimum trial period of 24 months to allow for the recuperation of the initial capital outlay.

The helipad is proposed to be serviced by a mobile ticketing and refuelling van to be parked alongside the existing vehicular turning area on Lot 641. The vehicles will carry fuel, maintenance and emergency equipment, ticketing and promotional material. The applicant also propose to use the vehicular turning bay as a pick-up and drop-off point for passengers and alternatively patrons will be guided to use public car parking nearby.

Refuelling will take place using the FAST-FLO portable fuel transfer system. This system is designed to be safe in marine environments with pumping being undertaken manually from 57 litre containers. The containers can be taken to the helicopter, tethered to the fuel inlet and manually pumped. Fuel and oil spills will be contained using fuel and oil absorbent bonding stored in the service vehicle as per emergency procedures.

The Environment Protection Authority guidelines for Victoria (noting that Western Australia does not have legislative requirements at this stage) require a minimum operating distances from residences to be 150 metres for helicopters less than two tonnes and 250 metres for helicopters less than 15 tonnes. The main area of operations will be to the east and west of the heliport for departure and approach purposes. Operating the helicopters in this way will reduce the acoustic impact the helicopters may have on surrounding properties and comply with the minimum distances to nearby habitable spaces (residential and special residential uses). In this operation, the nearest special residential use from the point of operation is approximately 240 metres from the site, at the approved hotel at Barrack Square whilst the nearest permanent residential use is located in excess of 330 metres at Terrace Road.

Helicopter flight paths will conform to existing routes and follow established aviation procedures in the Perth airspace. The applicant has advised that helicopter movements will also be scheduled to coordinate with Transperth ferry services. Management of passengers on the helipad will be under the control of ground crew at all times and safety procedures will comply with the relevant aviation and maritime regulations. Additionally procedures will be in place to control helicopter movements to and from the helipad.

#### **LEGISLATION / POLICY:**

##### **Legislation**

*Planning and Development Act 2005;*  
*Metropolitan Region Scheme;*  
*City Planning Scheme No 2;*  
*Swan and Canning Rivers Management Act 2006.*

**COMPLIANCE WITH PLANNING SCHEME:**

**Land Use**

Due to the proposal being located within a Regional Reserve under the Metropolitan Region Scheme there is no land use permissibility guidance under the City's Planning Scheme No 2. Given this, the objectives of the scheme and the precinct statement of intent should be given consideration when providing a recommendation on the proposal.

The provision of a helipad within the City will assist in meeting the following general objectives of the City's Planning Scheme No 2 by:

- reinforcing the role of Perth as the capital of Western Australia and the administrative, financial and political centre of the State; and
- catering for the diversity of demands, interest and lifestyles by facilitating and encouraging the provision of a wide range of choice in leisure, visitor attractions, transport and access opportunities.

The proposal may also have detrimental impact and any approval granted for the proposal will need to ensure that the proposal:

- is carried out in an efficient and environmentally responsible manner which respects the natural environment due to the potential for petrol or other products entering the river; and
- delivers a high level of amenity within the public realm by minimising adverse wind impacts due to the potential for the reserve to be impacted by wind generated by the helicopters;

The subject property is located within the Foreshore Precinct (P8) under the City Planning Scheme No. 2. The intent of the precinct is to be augmented as a dramatic setting for the city as well as an area of intensive interest for public recreation. The precinct statement of intent states that a wide range of leisure and active recreational activities, both on land and water, will be encouraged where they do not conflict with passive recreation, and landscape and environmental requirements. Whilst there will be an increase in noise that will impact on the use and enjoyment of the reserve it is considered that there will be sufficient break in between flights that this would be considered acceptable for the trial period and can be re-assessed after the conclusion of the trial.

The foreshore is also identified in the statement of intent as being unique due to its central city location and role as a water gateway to the city centre. This will be reinforced by the provision of further transport options accessing the water gateway.

The statement of intent states that the Swan River is intimately linked to the city's image with the view of the city and river the principal image of the city that most people have. Additionally development of the foreshore area is to maintain views of the City from the river and Riverside Drive. It is considered that the proposed helicopter pads will not have a detrimental view of the city from the river and visa-

verse. The City's Planning Scheme No. 2 also states that the use of the water for intensive motor powered leisure craft will be discouraged in favour of manual and wind propelled craft. Given this, the intent of this statement would be considered to relate to water based vehicles rather than air transport and is not considered to be relevant in this assessment.

## **COMMENTS:**

### **Consultation**

The Swan River Trust has overall planning, protection and management responsibility for the Swan and Canning river system under the Swan and Canning Rivers Management Act 2006. A permit application has been referred by the Swan River Trust to the City for comment on the proposal.

Given that the ramp connecting the helipad to the foreshore and the potential use of reserve for parking of a mobile ticketing venue and servicing van is occurring on a property that is reserved under the Metropolitan Region Scheme and also located within the Swan River Trust development control area a development application is required to be submitted under Clause 30A of the Metropolitan Region Scheme. The City is required to make a recommendation to the Western Australian Planning Commission who are the determining authority. The Western Australian Planning Commission would also seek advice form the Swan River Trust.

### **Land Use**

#### *Amenity and Safety Issues*

The potential water spray and noise generated from the helicopters could be detrimental to the use of the dual use paths and the amenity of the reserve within the vicinity. The applicant has advised that helicopter they are planning on using has a 10 meter rotor diameter with the downwash being a maximum of 20 metres from the centre of the machine. Also the proximity of the pads to the foreshore could be a safety issue in the unlikely event of a catastrophic landing. It is recommended that a condition be imposed on the approval requiring a minimum distance of 20 metres from the helipad landing area to the riverbank to reduce any amenity impact the proposal may have on the use of the reserve. The applicant has indicated that this distance would be acceptable and would be structurally feasible. The total distance the proposed helipad would project from the shore would be approximately 27.5 metres from the shoreline. This distance would still be closer to the shoreline than the total distance the WA Rowing Club at 171 Riverside Drive projects (approximately 43 metres) and as such would not be considered to impede on boating channels. Any revised gangway design must also satisfy disabled access standards.

The visual amenity of the area could also be diminished, especially if a number of helipads or similar commercial uses are established along the foreshore. A condition is recommended to be imposed requiring the pad to be made available to other users with any lease incorporating appropriate measures.

It is not considered appropriate for the turning bay to be used as drop off points for passengers due to the risk it poses to pedestrians using the reserve and dual use paths. As such it is recommended a condition be imposed stating that the parking bay is not to be used as a pick-up and drop-off point without the prior approval of the City. The use of the reserved land and the riverbed for the helipad facilities should also be the subject of lease arrangements with the City and other relevant authorities.

It is considered that refuelling should not be permitted in this location unless the Swan River Trust is satisfied that the refuelling mechanisms are adequately controlled. Oil and fuel absorbing bonding will be located within close proximity (within the servicing vehicle) and the applicant advises that the environmental risks from fuel and oil spill will be at an acceptable risk level, noting that these matters will be controlled by conditions imposed by the Swan River Trust.

#### *Acoustic Issues*

One of the main concerns in relation to the helipad is the impact of the noise generated by the helicopters. An Environmental Noise Assessment report was provided as part of the proposal to assess the impact the proposal may have on surrounding properties. At present, no specific legislation controlling helicopter noise exists in Western Australia. As part of the City's previous study into the provision of a Helipad the City used Australian Standard 2363 – 1999, "Acoustics – Measurement of noise from helicopter operations" and the Noise Control Manual (Guidelines), NSW State Pollution Control Commission, for reference and applied a further reduction of 5 decibels to reflect the "quieter" Western Australian conditions.

The applicant used the above as a basis for their assessment, however did not apply any additional 5 decibel reduction as the City had applied in the previous study. Notwithstanding this, the predicted contours contained in the report (compared against a contour with an applied 5 decibel reduction) suggests that the noise from the helicopter will comply with the recommended maximum noise levels, and in most cases the average noise level required under the NSW Noise Control Manual guidelines.

The assessment is based on the assumption that the Eurocopter Squirrel AS350 is the noisiest helicopter used (which has been advised by the applicant) and that the maximum number of flights being 30 per day. The acoustic report doesn't specify operating days or times. Given this, it is recommended that restrictions in operating times and days be consistent with those previously recommended in the 2006 report undertaken for the City being 7am to 7pm Monday to Saturday, and 10am to 7pm Sunday and public holidays.

It is noted that the acoustic report provided identifies a portion of Barrack Square as being affected by helicopter noise emissions. Within this area approval for the construction of a hotel has been issued by the Metropolitan Redevelopment Authority. Noting that the hotel will be used for short-stay accommodation it is not considered to be as much of a concern as if the use was being used for permanent

residential. All flight paths should be planned to minimise the impact on sensitive uses and this could be addressed as a condition of any approval.

### **Conclusion**

Subject to the conditions discussed, it is considered that the proposal for a 24 month trial for two helipads is considered to be compatible with the surrounding developments and is unlikely to have an adverse impact on the amenity of the locality. It is therefore recommended that the City support the application subject to appropriate conditions.

**The Planning Committee agreed to amend part 2 of the Officer Recommendation to provide clarity as follows:**

2. the City does not support the establishment of additional ~~multiple~~ helipads in this, or in nearby, location(s) and that it is recommended that any approval or lease issued by the Swan River Trust should incorporate measures that enable the proposed helipad to be utilised by additional operators.

***Moved by Cr McEvoy, seconded by Cr Harley***

***That Council advises the Western Australian Planning Commission and the Swan River Trust that:***

1. ***it recommends approval for the proposed helipad located on the Swan River adjacent to Lot 641 Riverside Drive, Perth subject to:***
  - 1.1 ***operating hours being restricted to 7am to 7pm Monday to Saturday, and 10am to 7pm Sunday and public holidays and a maximum of 30 flights per day, other than in respect to emergency use of the facility, unless otherwise approved by the relevant authority in consultation with the City;***
  - 1.2 ***the approval being valid for twenty-four months from the date of commencement of the use of the helipad, after which all flights are to cease and the pad and associated structures, are to be removed and the site to be reinstated to the satisfaction of the City, unless prior approval is obtained from the relevant planning authority for an extension of the approval period;***
  - 1.3 ***the closest point of the helipad being located a minimum of 20 metres from the riverwall, with the revised gangway access being designed to satisfy disability access requirements;***

***(Cont'd)***

- 1.4 *final details of the proposed vehicle parking bay and associated works including the removal and replacement of landscaping being submitted for approval of the City with all works and maintenance being undertaken to the City's satisfaction at the cost of the applicant/operator;*
- 1.5 *the applicant submitting a passenger management plan that includes, but is not limited to, passenger access to toilet facilities; location of waiting areas and passenger shelter; passenger pick-up and drop-off locations (noting that the vehicle bay can only be used for parking ticketing and servicing vehicles in relation to the helipad operations);*
- 1.6 *the ticketing booth and servicing vehicle being removed from site outside designated operating hours;*
- 1.7 *the applicant entering into a lease arrangement with the City and Crown for the use of the parking bay and the pedestrian bridge landing;*
- 1.8 *any works required to the riverwall being submitted for approval of the City with all works and maintenance being undertaken at the cost of the applicant/operator to the satisfaction of the relevant authority in consultation with the City;*
- 1.9 *no refuelling being undertaken at the helipad unless the relevant authority is satisfied that adequate safeguards will be in place to prevent and manage fuel spills in this location;*
- 1.10 *all flight paths being planned to minimise noise impacts on sensitive uses;*
- 1.11 *the environmental impacts of the helicopter operations, including the impacts of noise and refuelling, being monitored and a complaints register being maintained by the relevant planning authority over the two year trial period, with this information being made available to the City in the event an application is subsequently made for a permanent helipad facility in this location;*

(Cont'd)



- 2. *the City does not support the establishment of additional helipads in this, or in nearby, location(s) and that it is recommended that any approval or lease issued by the Swan River Trust should incorporate measures that enable the proposed helipad to be utilised by additional operators.***

***The motion was put and carried***

**The votes were recorded as follows:**

**For: Crs Butler, Harley and McEvoy**

**Against: Nil**

**PL63/15 95 (LOT 27) WILLIAM STREET, PERTH AND 251 (LOT 11) ST GEORGES TERRACE, PERTH – PROPOSED INSTALLATION OF URBAN ART MURALS**

**BACKGROUND:**

SUBURB/LOCATION: 95 (Lot 27) William Street and 251 (Lot 11) St Georges Terrace, Perth  
FILE REFERENCE: 2015/5064  
REPORTING UNIT: Approval Services  
RESPONSIBLE DIRECTORATE: City Planning and Development  
DATE: 16 March 2015  
MAP / SCHEDULE: Schedule 3 – Map of 95 William Street, Perth  
Schedule 4 – Details of Proposed Artwork  
3D MODEL PRESENTATION: N/A

LANDOWNER: Primewest Funds Ltd and Uniting Church in Australia Property Trust (WA)  
APPLICANT: FORM  
ZONING: (MRS Zone) Central City Area  
(City Planning Scheme Precinct) St Georges Precinct 6 and Citiplace Precinct 5  
(City Planning Scheme Use Area) City Centre  
APPROXIMATE COST: \$5,000

At its meeting held on **1 April 2014** the Council approved the installation of urban art murals to various laneway locations as part of the 'PUBLIC – Art in the City' festival held on 11-13 April 2014.

**DETAILS:**

The application is seeking approval to install urban art murals as part of the 2015 'PUBLIC – Art in the City' festival which is to be held between the Monday, 6 to Sunday, 19 April 2015. The event will occur across various locations including Perth, Victoria Park, Fremantle and Leederville. PUBLIC is a three year program launched in April 2014 and led by FORM, an independent cultural organisation which explores creativity as a catalyst for generating public good.

FORM's curators have engaged artists from around the world for their proven quality of work and their ability to develop artworks that will transform the City's public spaces into an outdoor gallery. The urban artworks will be applied through hand-painting, rolling and spraying techniques.

The locations of the proposed urban artworks can be identified in Schedule 3, with the specific details of the proposed properties identified in Schedule 4.

**COMPLIANCE WITH PLANNING SCHEME:**

**Land Use**

The subject sites are located within the City Centre Use Area of City Planning Scheme No. 2 with 95 William Street located within the Citiplace Precinct (P5) and 251 St Georges Terrace located within the St Georges Precinct (P6). Although there are no specific guidelines in relation to the installation of urban art murals in these locations the Citiplace Precinct guidelines encourages building facades with interesting elements, thereby contributing to a lively, colourful and stimulating environment.

Under the CPS2 Signs Policy 4.7 any graphics applied to a wall which does not contain advertising content is generally defined as a wall mural. Applications for wall murals must be assessed on individual merit including the locational context and content of the proposed mural, and the overriding need to protect the character and general amenity of the locality.

**COMMENTS:**

**Consultation**

Given the proximity of the site at 95 William Street to Wesley Church which is listed on the State Register of Heritage Places the application was referred to the State Heritage Office for comments. In its letter dated 11 March 2015 the State Heritage Office advised that the proposal does not significantly impact on the cultural heritage significance of the place, noting the proposed mural will be located on the western elevation of the building fronting onto Wolf Lane. Based on the above it is considered that there will be no significant heritage implications associated with the proposed mural at the Wesley building.

### **Location and Amenity**

Schedule 3 shows that the urban art murals are proposed in two separate locations including the western elevation of the Wesley building facing onto Wolf Lane and the western elevation of Markalinga House facing onto St Georges Terrace.

The location of an urban art mural facing onto Wolf Lane is consistent with the City's 'Forgotten Spaces – Revitalising Perth's Laneways' strategy adopted by Council at its meeting held on **26 August 2008**. The Wolf Lane precinct has been identified as a priority laneway for revitalisation under the strategy, where various works, including the installation of art murals, have already taken place. The proposed urban art mural will therefore be ideally located in accordance with the City's strategic direction to enhance the character, vibrancy and amenity of the laneways. It will also be consistent with the intent of the Citiplace Precinct which encourages interesting elements on building facades thereby contributing to a lively, colourful and stimulating environment.

Under the St Georges Precinct statement of intent all new developments should be in keeping with the prestigious business character of the Precinct. New development should provide elements such as street furniture, planting and public art, defining an interesting promenade and reinforcing the vista to Barracks' Arch and Parliament House. The proposed art mural will be consistent with the intent of the precinct which encourages public art as well creating an interesting entrance statement into the City's main promenade which can be admired from Parliament House. The design of the artwork must however be respectful of the prestigious business character of the precinct with any approval requiring details of the artwork to be submitted to the City for approval prior to its installation. It is noted that the art mural at 251 St Georges Terrace is located within the Clause 32 Parliament House Precinct Policy Area (inner precinct) and will require a separate determination under the Metropolitan Region Scheme by the Western Australian Planning Commission.

### **Mural Content**

The specific content and design of each artwork will be revealed at the time of installation. In order to ensure the content is appropriate to a broad audience and does not contain any images or language which would be considered offensive FORM's curators have developed specific artist briefs in consultation with business and property owners. All artwork must be sensitive to the public environment with offensive, discriminatory or explicit material not permitted at any of the sites. It is recommended that any approval be conditioned to require the content of art murals to be appropriate for a wide audience, with no offensive images or language in accordance with the PUBLIC artist design brief.

### **Conclusion**

Based on the above it is recommended that the permanent installation of urban art murals as part of the PUBLIC – Art in the City festival should be approved in accordance with the City's Signs Policy 4.7, Citiplace and St Georges Precinct Plans and the 'Forgotten Spaces – Revitalising Perth's Laneway's' strategy.

The Planning Committee agreed to amend part 1.2 of the Officer Recommendation as follows:

“1.2 the art murals being maintained by the building owner to a high standard and free from graffiti to the satisfaction of the City;”

***Moved by Cr Butler, seconded by Cr Harley***

***That:***

- 1. Council, in accordance with the provisions of City Planning Scheme No. 2, APPROVES the application for the installation of urban art murals at 95 (Lot 27) William Street, Perth and 251 (Lot 11) St Georges Terrace, Perth and in accordance with the provisions of the Metropolitan Region Scheme APPROVES the application at 95 (Lot 27) William Street, Perth as indicated on the application forms dated 13 February 2015 and as shown in the supporting information received on 25 February and 13 March 2015 subject to:***
  - 1.1 the art murals being painted with high quality UV paints to ensure vibrancy and longevity with an anti-graffiti coating being applied over the artwork to assist in removing any tagging;***
  - 1.2 the art murals being maintained by the building owner to a high standard and free from graffiti to the satisfaction of the City;***
  - 1.3 the content of the art murals being appropriate to a wide audience, with no offensive images or language in accordance with the considerations specified in the PUBLIC artist design briefs; and***
  - 1.4 the content and design of the art mural at 251 (Lot 11) St Georges Terrace being respectful of the prestigious business character of the St Georges Precinct with details of the artwork being submitted to the City for approval prior to its installation;***
- 2. the application for an urban art mural at 251 (Lot 11) St Georges Terrace, Perth be forwarded to the Western Australian Planning Commission for determination under the Metropolitan Region Scheme with a recommendation for conditional approval.***

***The motion was put and carried***

The votes were recorded as follows:

**For:** Crs Butler, Harley and McEvoy

**Against:** Nil

**PL64/15 WINTHROP AVENUE, CRAWLEY – PROPOSED  
PEDESTRIAN BRIDGE CONNECTING QUEEN  
ELIZABETH II MEDICAL CENTRE TO KINGS PARK**

**BACKGROUND:**

SUBURB/LOCATION:	Winthrop Avenue, Crawley
FILE REFERENCE:	2015/5009
REPORTING UNIT:	Approval Services
RESPONSIBLE DIRECTORATE:	City Planning and Development Directorate
DATE:	17 March 2015
MAP / SCHEDULE:	Schedule 5 – Map and coloured perspectives for Winthrop Avenue, Crawley
3D MODEL PRESENTATION:	N/A
LANDOWNER:	City of Perth and Department of Lands
APPLICANT:	Department of Treasury
ZONING:	(MRS Zone) Other Regional Road (City Planning Scheme Precinct) Matilda Bay (P9) (City Planning Scheme Use Area) N/A
APPROXIMATE COST:	\$345,000 (portion)

**DETAILS:**

Approval is sought for the the construction of a pedestrian bridge to span Winthrop Avenue between the Queen Elizabeth II Medical Centre (QEII) and Kings Park. On the western side of Winthrop Avenue, the Pedestrian Bridge is proposed to land in the QEII site between the Perth Children’s Hospital (PCH) and the multi-deck car park. On the eastern side of Winthrop Avenue, the Pedestrian Bridge is proposed to land within Kings Park and connect with the existing pedestrian/cycle path network.

The Pedestrian Bridge is associated with the development of the PCH, the construction of which is related to the overall redevelopment of the QEII MC site in accordance with the 2004 “Reid Report” (“*A Healthy Future for Western Australians*”) which outlines the State Government’s plan for major health reform in Western Australia 2015.



- “i. comment should be sought from the Department of Transport (DoT) with regards to Winthrop Ave as a Primary Freight Route;*
- ii. the proponent contact PTA for advice regarding the required setbacks and access arrangements as Winthrop Ave has been identified as one of the routes for the proposed MAX Light Rail; and*
- iii. that the Local Authority confirm the 5.8m vertical clearance as adequate with respect to the types of vehicles which will use the road (including light rail).”*

The applicant will be required to liaise separately with the agencies outlined in points i. and ii. Above. In relation point iii., it is recommended that any approval be conditioned to require the submission of final details of the bridge design to the City prior to the commencement of construction.

### **Development Standards**

The proposed Pedestrian Bridge is affected by different planning schemes, which has necessitated the requirement for development approvals from the Western Australian Planning Commission (WAPC), the City of Subiaco and the City of Perth.

The subject application relates specifically to the portion of the bridge which spans across the eastern portion of Winthrop Avenue. The City is required to determine the application under the Metropolitan Region Scheme (MRS), via delegation from the WAPC (Notice of Delegation 2011/02). As the proposed development is within land reserved under the MRS, the exemptions provided for public works by Section 6 of the *Planning and Development Act 2005* do not apply in this case.

The proposed pedestrian bridge is a use which is considered to be consistent with the purpose of the “Other Regional Road” reservation under the MRS. In principle it is consistent with the orderly and proper planning of the locality and provides an additional east/west pedestrian connection.

Whilst the overall purpose of the development is noted, the rationale relating to the location and orientation of the proposed bridge is not immediately apparent, particularly as the eastern landing area is heavily vegetated and therefore raises safety concerns. Furthermore it is noted that there are no direct linkages with the adjacent Kings Park picnic/recreation areas. Therefore users will arrive on the internal pathway system with no real destination or secure linkage to Kings Park.

In addition to the above, the design of the bridge itself raises some safety concerns as although its shape has been proposed to maximise viewing opportunities and accessibility for users, it does generate some potential to be used as a ramp by wheeled devices in particular (bikes, skateboards, scooters etc.). This can be addressed in the final detailed design of the bridge.

The proposed bridge is to be constructed on behalf of the Department of Health as public works under the Public Works Act 1902. It is noted that under section 91 of the Public Works Act the Governor may direct that any bridge already constructed “shall be under the exclusive care, control, and management of such local authority as shall be mentioned” in a prescribed notice. The Governor may by any subsequent

notice, from time to time, vary or alter such care, control, and management. Furthermore, this section enables the Governor to also “*determine whether all or any, and if so, what part of the cost, incurred, of maintaining, repairing, improving, or reconstructing any such bridge,...and the machinery and appliances used therewith, is to be provided and paid by any local authority or local authorities (if more than one), and if so, by what local authority or authorities (if more than one).*”

The application states that the tenure arrangement for the bridge will ensure that the bridge is managed and maintained by the State. It is considered that this requirement be further addressed as a condition of approval to avoid any situation that might arise in the future whereby the City might be expected to contribute to or be responsible for the care, control and management of the bridge.

### **Conclusion**

Noting the commitment from the State Government and significance of the project, it is likely that the proposed development will be approved by the other approval authorities involved. Therefore it is prudent for appropriate approval conditions to be applied in order to minimise any disturbance or impacts within the road reserve and the adjacent area during and post construction.

It is also considered appropriate to provide advice to the applicant in relation to the concerns with the overall development as outlined above.

***Moved by Cr McEvoy, seconded by Cr Harley***

***That:***

- 1. in accordance with the provisions of the City Planning Scheme No. 2 and the Metropolitan Region Scheme, the Council APPROVES the application for the proposed pedestrian bridge connecting QEII Medical Centre to Kings Park at Winthrop Avenue, Crawley as indicated on the application form dated 18 December 2014 and as shown on the plans received on 8 January 2015 subject to:***

- 1.1 final details and dimensions of:***

- a. the column within the City of Perth road reserve boundaries, including details of the offset from the kerb;***
- b. the vertical clearance of the underside of the bridge to the existing road level;***

***being submitted to the City for approval prior to the commencement of construction;***

***(Cont'd)***



- 1.2 no stormwater being permitted to discharge onto the vehicle carriageway or to enter the City's drainage system without prior consultation and approval from the City;**
  - 1.3 the bridge, in its entirety, being managed and maintained in perpetuity by the State;**
  - 1.4 a construction management plan for the proposal being submitted for approval prior to construction detailing how it is proposed to manage:**
    - a. the delivery of materials and equipment to the site;**
    - b. the storage of materials and equipment on the site;**
    - c. the parking arrangements for the contractors and subcontractors;**
    - d. impacts on vehicle movements on Winthrop Avenue;**
    - e. other matters likely to impact on the surrounding properties;**
- 2. the applicant be advised that:**
- 2.1 whilst the intent and purpose of the development is acknowledged:**
    - a. it is considered that the rationale relating to the location and orientation of the proposed bridge is not immediately apparent, as the eastern landing area is heavily vegetated and raises safety concerns and it is noted that there are no direct linkages with the adjacent Kings Park picnic/recreation areas with users arriving on the internal pathway system with no real destination or secure linkage to Kings Park;**
    - b. the design of the bridge raises some safety concerns as although its shape has been proposed to maximise viewing opportunities, accessibility and limiting graffiti, it does generate some potential to be used as ramps by bicycle, skateboard and scooter users. Consideration should therefore be given at the detailed design stage to address potential safety issues;**

**(Cont'd)**

- 2.2** *comment should be sought from the Department of Transport with regards to Winthrop Avenue as a Primary Freight Route;*
- 2.3** *the Public Transport Authority should be contacted for advice regarding the required setbacks and access arrangements as Winthrop Avenue has been identified as one of the routes for the proposed MAX Light Rail.*

***The motion was put and carried***

**The votes were recorded as follows:**

**For: Crs Butler, Harley and McEvoy**

**Against: Nil**

## **PL65/15 THE NAMING OF THE CATHEDRAL SQUARE PRECINCT**

### **BACKGROUND:**

FILE REFERENCE: P1027453-18  
REPORTING UNIT: City Services Directorate  
RESPONSIBLE DIRECTORATE: City Services Directorate  
DATE: 17 March 2015  
MAP / SCHEDULE: Schedule 6 – Map of the Precinct (Buildings)

The land outlined in Schedule 6, is bordered by St Georges Terrace, Barrack Street, Hay Street and Pier Street. This area is undergoing a transformation as new buildings are being built and the Old Treasury Building is being refurbished into a hotel. This parcel of land is also where the Perth Town Hall is located and the new City of Perth Library is being constructed.

A significant portion of the land in this precinct is owned by the Perth Diocesan Trustees with the City leasing a portion of this land for the new Library and a portion of the Plaza on a 99 year lease.

The land on which the Perth Town Hall is located is State owned land however the City has care, control and management of this land in perpetuity.

Mirvac Pty Ltd and FJM Property Pty Ltd (hotel developers) have a 99 year lease on the land owned by the State Government. Panoramic House on the corner of Pier and Hay Streets is owned freehold by the Public Trustee.

In the middle of the precinct there is a new plaza being built which is a public space and the shared responsibility of 5 signatories to the St George's Cathedral Precinct Civic Space Management Deed (Deed). The signatories are the City of Perth, Perth Diocesan Trustees, Public Trustees, Mirvac (Old Treasury) Pty Ltd and the Hotel Developer FJM Property Pty Ltd.

The City is building the new City of Perth Library and the City's building contractor Doric has been contracted to build the Plaza on behalf of the five signatories. Once built the Plaza will be a civic space that is vested to a management committee which the City will be part of.

As part of the Deed the signatories are required to establish a committee to collaboratively build, manage and control the Plaza. This committee has been working together for the length of the project and has been referring to the area as the Cathedral + Treasury Precinct.

#### **LEGISLATION / STRATEGIC PLAN / POLICY:**

##### **Integrated Planning and Reporting Framework Implications**

##### **Corporate Business Plan**

Council Four Year Priorities: **Major Strategic Investments**

The planning and integration of major infrastructure and developments to maximise their net benefit and minimised risk and future costs.

S2 Maximise the commercial and community outcomes within the property portfolio and commercial enterprises.

#### **DETAILS:**

As the individual developments are approaching closer to completion the signatories to the Deed are now considering placemaking initiatives to activate this new plaza area.

The City's officers have been part of the placemaking meetings and the participants have discussed a collaborative vision for the shared Plaza site as well as the precinct as a whole. They aim is to encourage human interaction and participation and to honour the heritage of the buildings and the history of the area.

The placemaking group has now sought all signatories agreement on the naming of the precinct which is currently known as the Cathedral + Treasury Precinct. The place making group has written to the City to seek approval for the name change to 'Cathedral Square' which incorporates the whole precinct.

The name Cathedral + Treasury Precinct has been used on the signage hoarding boards that are located around the construction area, the newsletter to residents and businesses and on the website ([www.cathedralandtreasury.com.au](http://www.cathedralandtreasury.com.au)) which is used to keep the public updated on the projects in this area.

On the 4 August 2014 FJM Property, the hotel developers for the 'Old Treasury Building', informed all signatories and other parties involved in the construction of the Cathedral + Treasury Precinct that in order to provide clarity and simplicity with the name of the 'Old Treasury Building' they are now requesting that the building be referred to as The State Buildings. Therefore the 'Treasury' part of the name is no longer relevant.

The placemaking group believe the name Cathedral and Treasury Precinct has served its purpose until now however it is thought that the name gives a poor indication of what the final product will deliver.

The preferred name by the placemaking group is Cathedral Square. This name is believed to be the most appropriate name as the community can already identify with the Cathedral which provides instant identification as well as providing a strong cultural reference. The group also considers the modern architecture to be able to stand out and speak for itself.

The Cathedral Square will have a website and a committee which will collaboratively activate and promote the area for the benefit of all signatories and businesses in and around Cathedral Square. The committee's intention is to not compete with the City's events but rather work to enhance the events.

#### **FINANCIAL IMPLICATIONS:**

The management and maintenance expenses for the Plaza are to be shared between the five signatories to the Deed. This Deed outlines the contractual obligations between these signatories. Costs are to be divided amongst the five signatories on an even spread of 20% each signatory.

There are no financial implications to agree to name the precinct 'Cathedral Square' however the City will contribute 20% to the total cost of branding with the other 80% of costs borne by the other signatories to the Deed.

#### **COMMENTS:**

With a number of new precincts coming on board in the city in the coming years it is important to help visitors easily identify with these new areas. This can be done successfully with appropriately naming the precinct and developing associated branding, websites and so forth. as can be seen with the Brookfield Place complex on St Georges Terrace.

Within the Cathedral +Treasury Precinct there are a number of heritage properties and significant buildings however the building at the core is the beautiful St Georges Cathedral. As the hotel development do not plan to continue to use the Treasury name, it is recommended that the name 'Cathedral Square' be adopted for the precinct. This name has strong cultural references and the public identify well with the Cathedral as a destination marker.

*Moved by Cr McEvoy, seconded by Cr Harley*

*That Council approves the recommended name change from the “Cathedral and Treasury Precinct” to “Cathedral Square”.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Butler, Harley and McEvoy

Against: Nil

## **PL66/15 CLOSE OUT REPORT – DESIGN AND PRESENTATION STANDARDS FOR THE CITY OF PERTH**

### **BACKGROUND:**

FILE REFERENCE:	P1029695
REPORTING UNIT:	Approval Services
RESPONSIBLE DIRECTORATE:	City Planning and Development Directorate
DATE:	17 March 2015
MAP / SCHEDULE:	Schedule 7 – Major Development Applications Information Kit Schedule 8 – Minor Development Applications Information Kit

At the Planning Committee meeting held on 26 March 2013 it was requested under General Business that *“a policy be developed on design and presentation standards, as guidance for applicants submitting development applications.”*

A Progress Report provided to the Planning Committee on 11 November 2014 advised the following:

- City’s customer information sheets for Major and Minor Development Applications and Sign Licence Applications were in the progress of being updated and the presentation refreshed.
- The William Street Conservation Area Design Guidelines, adopted by Council on 26 August 2014, which provide design excellence principles, are to be used for the review and development of the Planning Policy 4.11 Heritage and other heritage precinct design guidelines.



This additional project will add value to the important role the City plays in providing strong leadership to achieve and control quality design outcomes.

**FINANCIAL IMPLICATIONS:**

There are no financial implications related to this report. Any associated administrative costs will be included in the 2015/2016 Annual Budget.

*Moved by Cr Butler, seconded by Cr McEvoy*

*That the Planning Committee notes the report titled "Close Out Report – Design and Presentation Standards for the City of Perth".*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Butler, Harley and McEvoy

Against: Nil

**PL67/15      MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**PL68/15      GENERAL BUSINESS**

**Responses to General Business from a Previous Meeting**

Nil

**New General Business**

Nil

**PL69/15 ITEMS FOR CONSIDERATION AT A FUTURE MEETING**

**Outstanding Items:**

- Fire Service Requirements for Development Applications (Raised 06/05/14).

The Director City Planning and Development and the City Architect provided a brief update to the Planning Committee noting that Officers have investigated this issue and there is indication that further consultation is required between the City and various agencies.

- Recycling Initiative at Events (Raised 17/02/15)

**PL70/15 CLOSE OF MEETING**

**6.21pm** The Presiding Member declared the meeting closed.

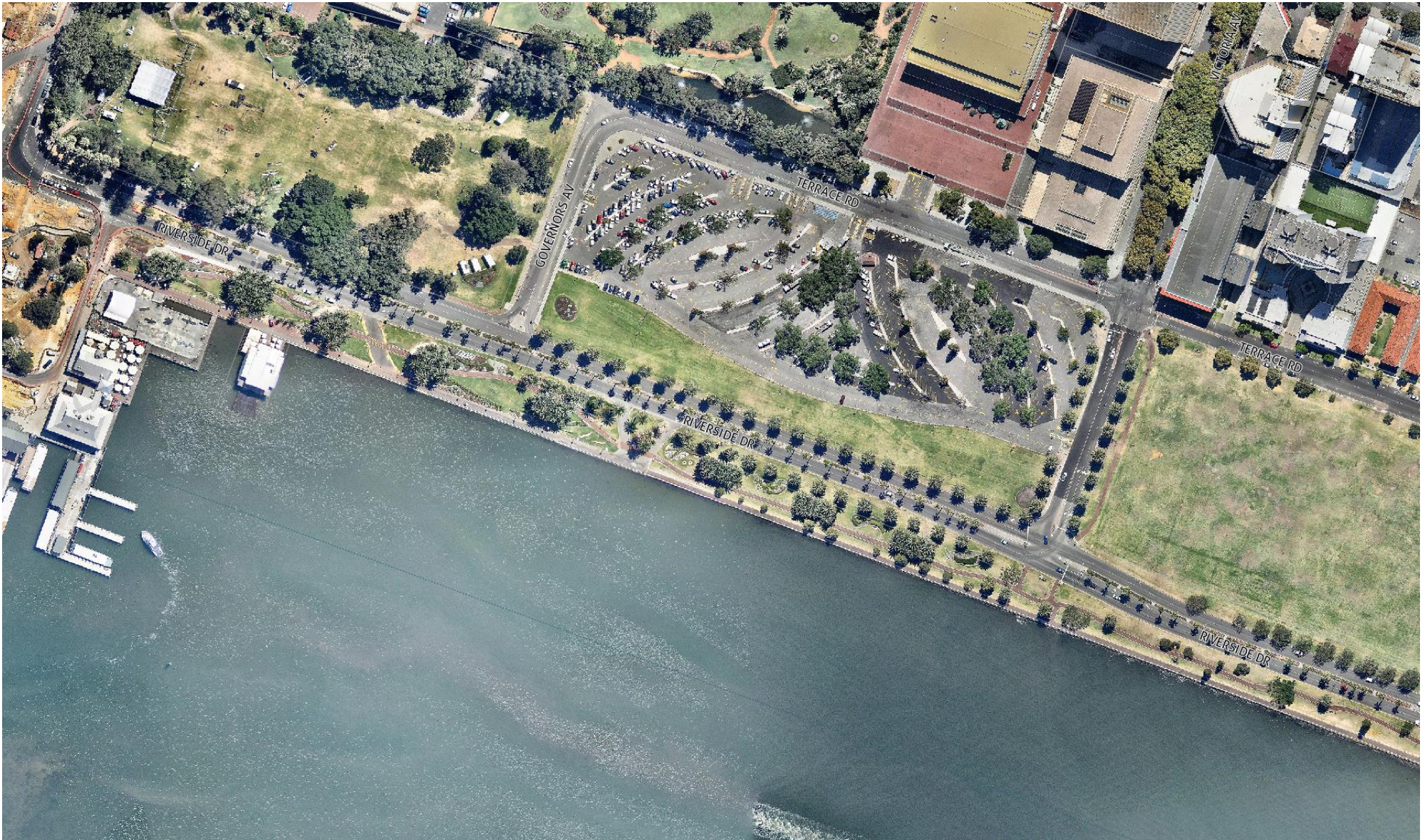


**SCHEDULES**  
**FOR THE MINUTES OF THE**  
**PLANNING COMMITTEE**  
**MEETING HELD ON**  
**31 MARCH 2015**

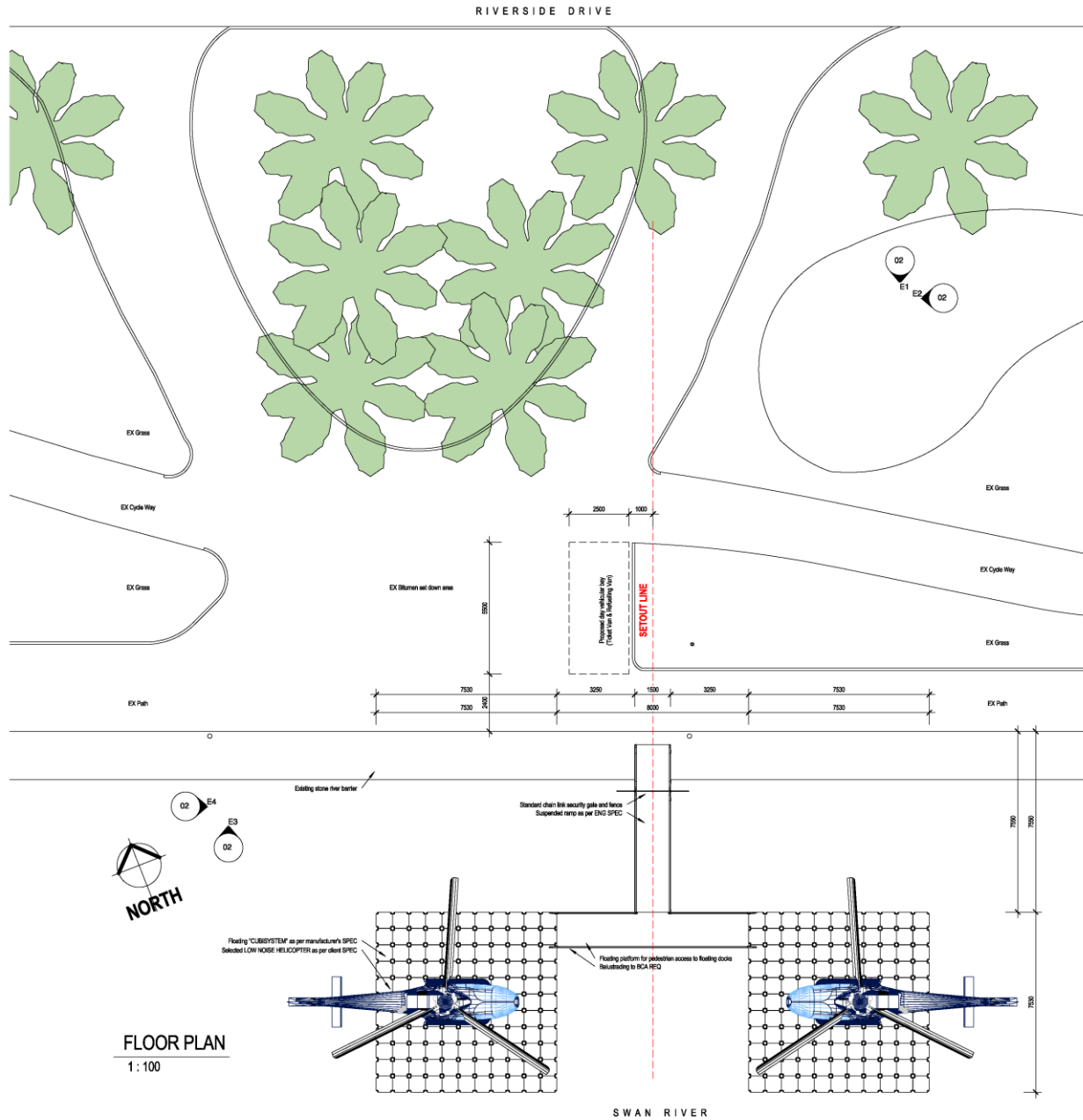


SCHEDULE 1

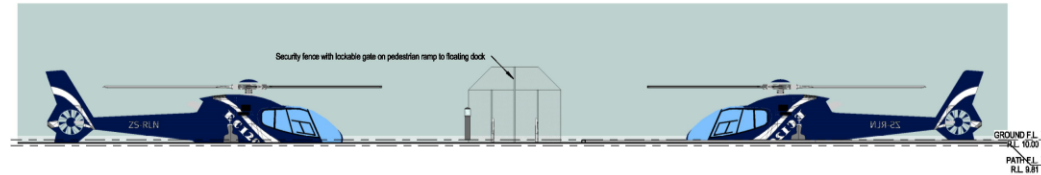
15/5013; 938 HAY STREET, PERTH



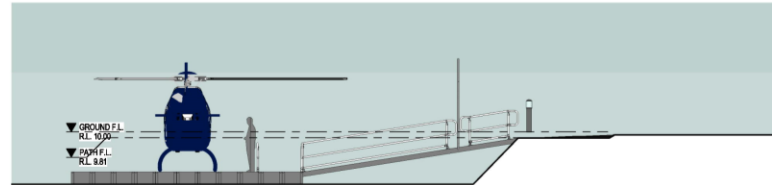
**151 (LOT 641) RIVERSIDE DRIVE, PERTH AND SWAN RIVER, PERTH - PROPOSED FLOATING HELIPAD AND PEDESTRIAN ACCESS RAMP INCLUDING VEHICLE BAY (ATTACHMENT 1)**



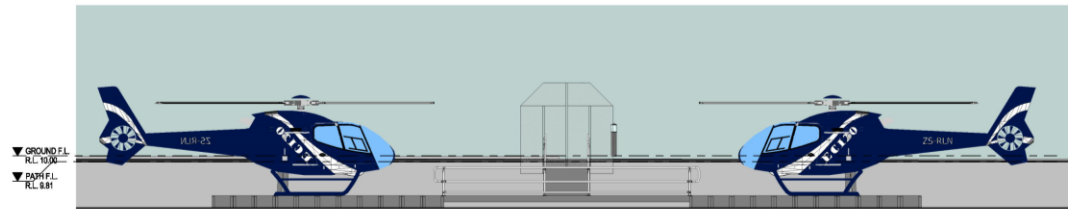
**151 (LOT 641) RIVERSIDE DRIVE, PERTH AND SWAN RIVER, PERTH - PROPOSED FLOATING HELIPAD AND PEDESTRIAN ACCESS RAMP INCLUDING VEHICLE BAY (ATTACHMENT 2)**



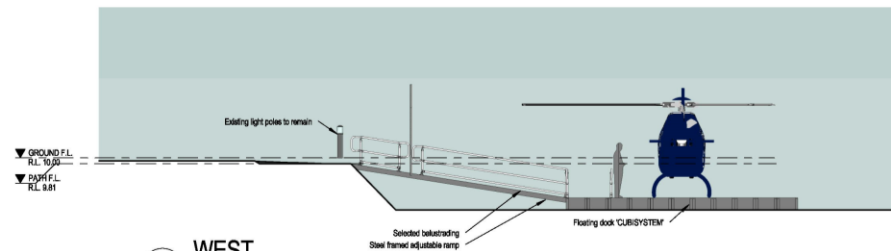
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1 : 100



E2 EAST  
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E3 SOUTH  
1 : 100

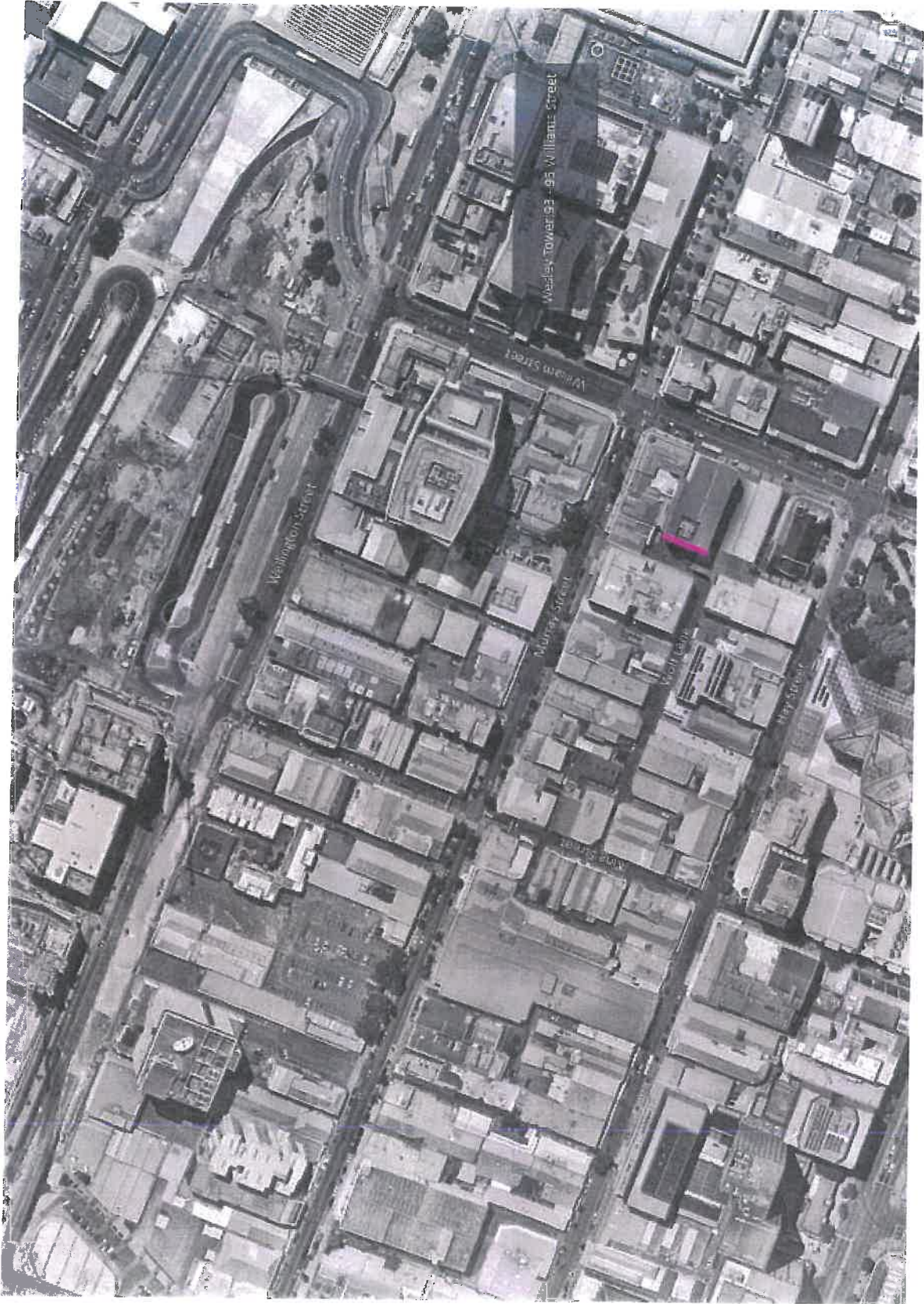


E4 WEST  
1 : 100

**151 (LOT 641) RIVERSIDE DRIVE, PERTH AND SWAN RIVER, PERTH - PROPOSED FLOATING HELIPAD AND PEDESTRIAN ACCESS RAMP INCLUDING VEHICLE BAY (ATTACHMENT 3)**

SCHEDULE 3

Location of Artwork (Wesley Tower)



Location of Artwork (251 St Georges Tce)





Approval Services Unit  
25 FEB 2015  
APPLICATION ACCEPTED

# SCHEDULE 4

## Details of proposed artworks

### Wall 1: 93 - 95 William Street, Perth

Name	Wesley Tower
Heritage	No heritage value
Property owner	Uniting Church in Australia
Wall (Wolf lane facing west)	
Artist	 <p><b>DAleast, China:</b> Chinese-born DAleast is a prolific street artist and accomplished painter, sculptor, and digital artist, currently based in South Africa. He has participated in exhibitions and projects in China, as well as in Australia, Canada, New Zealand, Puerto Rico, the United States and numerous countries throughout Europe and Africa. He has held solo exhibitions in Australia, Italy, the UK and the United States.</p>



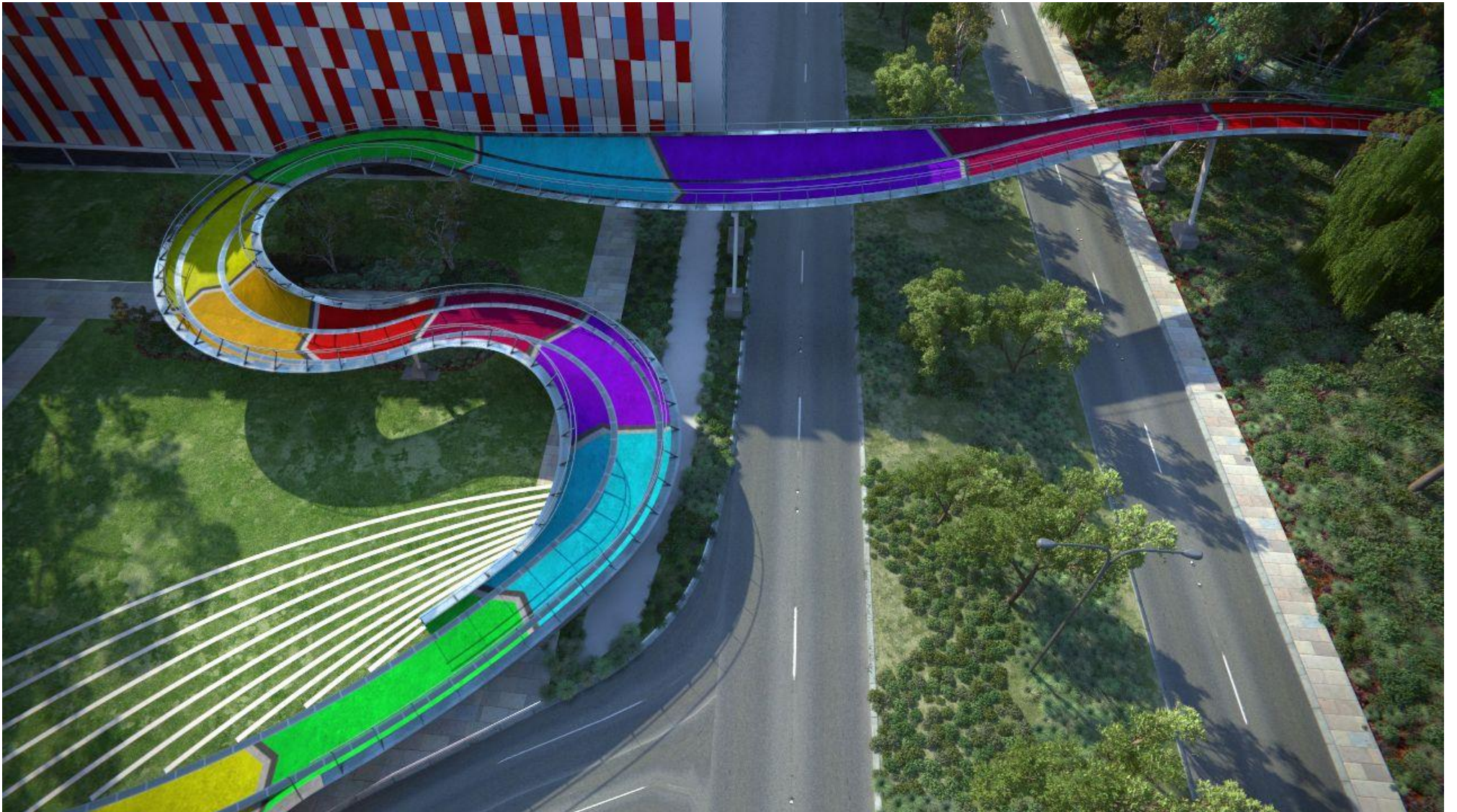
**Wall 2: 251 St Georges Tce, Perth**

Name	251 St George's Tce
Heritage	No heritage value
Property owner	Primewest (John Bond)
Wall (North facing, Murray Street)	
Artist	 <p data-bbox="255 1646 1220 1825"><b>Moneyless (Italy)</b> Born in Milan in 1980 and raised in Tuscany, Moneyless' art is characterized by an investigation on the rawest elements of life and focuses on a process of continuous evolution. He certainly owes his graphical mark to the street, where he was born as an artist and where he grounded his roots in the '90s graffiti/writing scene</p>

Approval Services U  
25 FEB 2016  
APPLICATION ACCEPTED



2015/5009; WINTHROP AVENUE, CRAWLEY



**2015/5009; WINTHROP AVENUE, CRAWLEY**



# Major Development Applications

*The City of Perth undertakes various reviews of development applications as a means of maintaining Design Excellence in all completed buildings. This guide includes both required and recommended actions for DAs and many of these are related to the assessment of the quality of proposals. It is our experience that DAs that have been discussed with planning staff and the City Architect generally have better outcomes for developers and the City alike, as well as an easier path to approval. It is recommended that plans are discussed at the earliest stage of design, before clients become wedded to concepts that cannot be approved.*

*To view these policies go to:  
[www.perth.wa.gov.au/planning-policies](http://www.perth.wa.gov.au/planning-policies)*



CITY of PERTH

A development application (DA) is a formal request for approval to commence a proposed development. Development includes erecting new buildings, adding to or altering existing buildings, demolishing a building or portions of a building, erecting signs or any structures, changing the levels of a site by excavating or filling and/or a changing of use of a site or a building.

This guide sets out the City of Perth's (the City's) application requirements for major developments in the city (such as new buildings or significant alterations or additions), which are related to the assessment of the quality of proposals in addition to their compliance with City Planning Scheme and Planning Policy requirements.

## Pre-lodgement

Before starting to design a new development, you need to refer to the City of Perth City Planning Scheme No. 2 provisions and requirements including the relevant design guidelines and planning policies. The site might also be affected by a minor town planning scheme or a Special Control Area. To view these documents go to:

<http://www.perth.wa.gov.au/planning-policies>

It is highly recommended that development proposals be discussed with the City's Planning Officers and the City Architect at the earliest stage of design, prior to lodging an application. This enables any planning or design issues to be identified and addressed prior to lodgement and is also a means of ensuring Design Excellence. This approach results in timely decisions and in developments having better outcomes for developers and the City alike.

## Additional Approvals

It might also be necessary to address the requirements of relevant State Government environmental or planning legislation and policies as part of your application. Your proposal may require approval from, or referral to, other government agencies such as the:

- Heritage Council of Western Australia;
- Department of Planning /Western Australian Planning Commission; and
- Swan River Trust.

The City can help to identify the relevant agencies, however, it is your responsibility to identify which approvals or referrals are required before lodging your application.

## Application Format

All applications need to be submitted in both digital and hard copy formats as detailed below.

### *Hard Copies*

Each application is to be accompanied by four sets of the plans, drawings, photographs and detailed reports as required by the City.

### *Digital Information*

All applications are to be submitted in a digital format on a USB or CD-ROM/ DVD ROM (JPEG for images and Adobe PDF for plans). This includes a copy of all plans, illustrations and supporting documentation and the application form.

Please note that a digital survey plan of the site is also required to be submitted in a data exchange format (or CAD format) as determined by the City.

Revised or updated information supplied after the original application is lodged also need to be provided in both hard copy and digital formats.

### *3D Digital Model*

All proposals for major developments require a 3D digital model to be submitted in a format to be determined by the City.

Should the design of the development be revised during the assessment process, an updated 3D digital model must be submitted at least 7 days prior to the Committee, Council or Development Assessment Panel meeting at which the application is to be presented. The meeting dates can be confirmed by the City's Planning Officers.

If the developer seeks to amend the development after they have received an approval, an updated 3D digital model incorporating all approved amendments must be submitted.

Note: The City of Perth 'Level 1' 3D digital model is available to professional consultants for design concept development under a standard data license agreement. The City will release the relevant street block for the DA and the street blocks immediately surrounding it. Please contact the City's 3D Model Coordinator on 9461 3159 for relevant licence forms.

### *Digital Rights Management Policy for 3D Models and Development Applications*

It is important that applicants read the City's 'Submission Guide - 3D Digital Models', which explains the technical requirements for models and the 'Digital Rights Management Policy for 3D Digital Models and Development Applications' which details the City's treatment of digital information. Applicants must complete and sign the 'Development Application Checklist' prior to submitting an application.



## Major Development Application Requirements

*If the application form does not contain the correct owners details and supporting documentation your application will not be processed*

To help ensure that a detailed assessment is made in a timely manner, you should ensure that all application forms, plans and supporting documentation are submitted at the time of lodging an application. If an application is incomplete then it is not valid and accordingly will not be processed until all the required information has been submitted.

The specific requirements for each application will vary with the nature of the proposal, its complexity and location. The following will generally be required for major applications:

### *Application to Commence Development - Metropolitan Region Scheme Form 1 (MRS Form 1)*

A completed Metropolitan Region Scheme Form 1 (MRS Form 1) must be submitted.

### **Completing the Application Form**

This form is a legal document and should not contain misleading or false information. Particular attention should be taken when obtaining the owners signatures. Please ensure that:

- the MRS Form 1 includes the name and signature of each of the owners of the land on which the development is proposed. Please check the current Certificate of Title for the owner's details.
- in the instances where a company (or companies) is the owner, a Director of each company signs the MRS Form 1, printing their full names and state their position title.
- if signing the form on behalf of the owner of the land a letter of authorisation must be provided (refer to Attachment 1 sample letter).
- any proposal affecting common property areas in a strata titled development must be signed by all strata owners or alternatively can be signed by the secretary of a Body Corporate provided the Body Corporate has the written authority to act as a representative agent on behalf of the individual strata owners. A copy of the agreement from the Body Corporate as well as a copy of the Body Corporate minutes must be attached to the application form.



- for recently purchased properties, the City may have not received the Advice of Sale from Landgate, therefore a copy of the transfer of sale or a letter from your solicitor is required demonstrating the ownership has changed.

The owner's signature(s) or a copy of the letter of authorisation is required each time a new application is submitted for a property.

### *Development Application Checklist*

A completed 'Development Application Checklist' must be signed and submitted by the applicant.

### *City of Perth Development Application Fee*

In accordance with the Planning and Development (*Fees*) Regulations 2009, the City charges application fees based on the estimated value of works. The estimate of the proposed value of the development does not include GST. Refer to Attachment 2 for the current adopted schedule of fees.

If the development has commenced or been carried out prior to submitting an application, an additional amount by the way of penalty will be charged. This will be three times the amount of the maximum fee payable for determination of the application.

### *Certificate of Title*

A current copy of the Certificate of Title (no older than 6 months old from date of lodgement) must be submitted with the application in order to provide evidence of ownership, and dimensions of the lot/s and to indicate if there are any encumbrances on the title. This can be downloaded from [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)

### *Plans/ Drawings/ Photographs*

#### **Location Plan**

This plan should include a north point and be drawn to a scale of at least 1:1000 with the dimensions and area of the subject site clearly identified in the context of its locality.

This can be downloaded from:  
[www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)




### Site analysis /feature survey plan(s)

The plan(s) should include a north point and illustrate existing site conditions and the relationship of the proposal to surrounding land and buildings, at a scale of 1:100 or 1:200.

The plan(s) should indicate the following: -

- a) All boundaries and area dimensions (consistent with the submitted Certificate(s) of Title for the subject site);
- b) Street names and lot numbers;
- c) The location of any easements within the site;
- d) Existing and natural ground levels and proposed levels of the site to an established Australian Height Datum (AHD) datum, including 0.5 metre contour intervals and spot heights (where applicable);
- e) The location, height and proposed use of any existing buildings and/or structures to be retained and marking any existing buildings and/or structure to be removed;
- f) The outline and height of any buildings proposed;
- g) The location and height of buildings on adjoining properties, including the location of any major openings, or private open spaces, recreational areas (pools or courtyards) and floor levels situated adjacent to the side and rear boundaries of the subject site;
- h) Existing and proposed means of access for vehicles to and from the site, including the location and dimensions of any existing or proposed crossovers;
- i) The type and height of existing or proposed boundary fencing/retaining walls on the subject site;
- j) The location, dimensions, design and details of any existing and proposed landscaped areas;
- k) Views and vistas;
- l) Existing trees (over three metres in height) on the site proposed to be retained or removed;
- m) Noise sources;
- n) Street verges, street trees, power/light poles, street furniture; adjacent footpaths including levels, kerbing, road islands, bus shelters or one way traffic routes adjacent to the site and any other obstructions to restrict access the site;

- 
- o) Location of services and drainage, including storm water, sewer, gas, telecommunications, potable and fire water, hydrants, adjacent booster cabinets; and
  - p) Additional information particular to the site that would help to set the context for the locality within which the development is proposed.

### *Design Plans*

These plans are to be drawn to a scale of 1:100 or 1:200. These plans should include the following: -

- a) **Site Plan(s)** indicating the existing development on site and a building footprint of the proposed development and the proposed internal finished ground floor level(s) and external ground/ paving levels indicated in AHD, vehicle access ways, location of fire escapes (where appropriate), pedestrian paths, landscaped areas, proposed retaining wall and fencing (including height levels in AHD and top of wall calculations), the location of any existing street trees and street furniture, the outline of the buildings on the adjacent sites indicating the location of any openings.
- b) **Floor Plans** for each floor of the proposed development or for each typical floor level, and the proposed finished floor levels for each floor level. These plans should delineate the site boundaries and setback distances. Each floor plan should also identify the existing and/or proposed use of the floor space, window and door openings. The total amounts of floor space for each use should also be provided. The location of plant and service equipment should also be included. Proposed alterations to existing buildings must clearly indicate the existing building layout and what changes are proposed to the building. The corresponding floor levels and any major openings of adjoining buildings are also required to be submitted.

Each floor plan should indicate the amount of floor space dedicated to each use such as retail, office or residential.

The appropriate plans shall show the proposed car parking layout including the location, numbers and dimensions of vehicle bays, aisle widths; vehicle circulation patterns and means of vehicle access, including the width of any crossover(s). Other special purpose bays including motor cycle, delivery and service vehicle parking bays and universal/disabled parking bays are also required to be



identified. In regards to on-site servicing of commercial buildings, the plans should depict the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles and the means of access to and from those areas. The provision of bicycle bays and the details of end of trip facilities are to be identified.

- c) **Elevation Drawings** including sides, rear and front elevations, delineating the proposed colours, materials and finishes, roof pitches, glazing details (clear and/or translucent windows). Proposed alterations to existing buildings must clearly indicate what changes are proposed to the facades. Please note that the building heights are to be measured in metres relative to AHD..

Street elevations showing the proposed development and the whole of the front elevation of the adjacent buildings, drawn as one continuous elevation.

In particular, proposed locations of all extraneous services including fire booster cabinets, fire hydrants, kitchen exhaust ducting, air conditioner units and pipe work and associated details are to be provided on the drawings submitted.

- d) **Sections** through both the length and width of the development are to be provided, including floor to ceiling heights and any proposed basement levels.
- e) **Landscape Details**, indicating the location, dimensions and design of any proposed landscaping area including plant types/species and the materials and finishes for any hard landscaping elements, can be provided separately or can be included as part of the site or ground plans.
- f) **Overshadowing Plan** - in order to ascertain overshadowing implications of proposed developments which may impact on the availability of sunlight onto adjoining properties or public spaces, a shadow cast diagram will be required indicating the shadow cast by the development at 10am, noon and 2pm on the 22<sup>nd</sup> August, 22<sup>nd</sup> September and 22<sup>nd</sup> October. The shadows cast by any adjacent buildings are to be identified separately and the cadastral boundaries, streets and the outline of the surrounding buildings are required to be included in the diagram. This information may also be provided as part of the applicant's submitted 3D digital model.

### Photomontage and/or Coloured Perspectives

A coloured photomontage or coloured perspective (or both) of the proposed development must be submitted, including A4 and A3 coloured copies, showing the proposal in context within the streetscape from a pedestrian view point. Other views or relevant images may be required where considered helpful to the assessment of the proposal, including coloured perspectives of public spaces and pedestrian links where bonus plot ratio is being sought for these.. Note that relevant parts of the City's 3D Model are available to be used under licence for this purpose, free of charge and can be obtained from the 3D Model Coordinator at the City of Perth.



*Bollig Design Group*



*Zuideveld Marchant Hur*



*Meyer Shircore*

*Perspective images showing proposals in context.*



*Donaldson + Warn Architects*

### *Planning Report/Statement of Planning Compliance*

Each application should be accompanied by a Planning Report, which will include a written explanation of the project. The purpose of this is to provide specific details relevant to the site to accompany the Site Analysis Plan and Proposed Design Plans. The report should explain the design principles and concepts that have informed the proposed development and demonstrate that the proposal has emerged from a full assessment of a site's characteristics and the surrounding locality.

The report needs to provide information on the following: -

#### **a) Site Description and Context**

A description of the existing situation including:-

- i) location;
- ii) property and tenure;
- iii) the current uses of the site;
- iv) the current buildings located on the site;
- v) an analysis of existing site conditions;
- vi) site context; and
- vii) any history relating to the development of the site to date (if any) or details of any heritage significance and listings of the buildings or place.

#### **b) Proposed Development**


Outline the nature and details of the proposed development, including an Architectural Statement indicating the design concepts and elements.

Outline the key opportunities and constraints for the proposed development that have affected and/or constrained the proposed design outcomes. Explain how the development incorporates environmentally sustainable principles into the design.

#### **c) Planning Considerations, Policies and Development Control**

Outline how the proposal meets with all relevant development requirements and standards, providing the planning considerations for the site including:-



- 
- i) City Planning Scheme No. 2 and Local Planning Schemes
  - ii) Planning Policies and Development Guidelines; iii) Relevant Precinct Plan(s) and Statements of Intent;
  - iv) Any relevant Council adopted Planning Study;
  - v) Relevant strategies;
  - vi) Any State Planning Policy of the Western Australian

It is necessary to provide a compliance schedule including planning justification for any areas of non-compliance with any development requirements or standards.

#### **d) Plot Ratio Calculations**

Details of the calculations of the proposed plot ratio should include a set of floor plans (to scale - 1:100 or 1:200) indicating the areas included and excluded from the plot ratio floor area calculations.

#### **e) Bonus Plot Ratio or Transfer Plot Ratio Applications**

Justification for any plot ratio bonus or transfer thereof in accordance with Clause(s) 27, 28 and 34 of City Planning Scheme No. 2 and the relevant Planning Policies must be provided.

In the case of applications seeking bonus plot ratio, additional documentation will be required to be submitted in order to assess compliance with the bonus plot ratio provisions of City Planning Scheme No. 2 (refer clause 28) and Policy 4.6.1 Bonus Plot Ratio.

In the case of applications incorporating the transfer of plot ratio, additional documentation will be required to be submitted in order to assess compliance with transfer plot ratio provisions of City Planning Scheme No. 2 (refer clause 34) and Policy 4.6.2 Transfer Plot Ratio.

## Technical Reports

Other technical reports prepared by relevant experts may be required to be submitted at the time of lodgement of a development application to address such matters as traffic impacts and parking management, noise impacts, wind impacts, access audits and heritage assessment.

### *Traffic and Parking Impact and Management*

A Traffic and Parking Impact Statement report prepared by a suitably qualified transportation planner or engineer will need to be provided for all applications:

- a) seeking additional commercial tenant car parking beyond that permitted under City Planning Scheme No. 2;
- b) for any public car parking proposals or alterations to an existing parking facility;
- c) for any residential development providing in excess of 50 car parking bays; and
- d) for any developments that in the City's opinion are likely to significantly impact on traffic generation/movement and parking within the locality.

The report is required to assess the proposal's compliance with the City's Parking Policy and specifically the impact of the proposal on the local road and traffic network and safety, pedestrian movement, and the proximity to public transport. The cumulative impact of vehicular traffic for specific proposals such as the use of laneways or availability of existing public car parking within the area should also be investigated.

### *Universal Access*

As part of the application, where appropriate, you will be required to provide an Access Statement undertaken by a suitably qualified consultant demonstrating the proposal's consideration of universal access principles and the obligations of the Disability Discrimination Act 1992. The application will also need to comply with the Disability (Access to Premises - Buildings) Standards 2010.





### *Wind Impact*

For development which might affect the microclimate of the surrounding public domain, a wind impact statement prepared by a suitably qualified consultant will be required to be submitted. For significant high-rise developments (typically when the height is greater than 10 storeys but may be required below this height in some circumstances) the results of a full wind tunnel test will be required to be submitted as part of any application. The report is to identify and analyse the effects of wind conditions on pedestrians within the site, on the street at footpath level and in other areas in the vicinity. The report is to compare and analyse the current situation with the likely impacts created by the new development, and document measures to reduce impacts.

### *Heritage Impact Assessment/ Conservation Plans*

A heritage impact assessment prepared by a suitably qualified heritage consultant is to be provided with all applications relating to properties:

- a) located or proposed to be in or on a place that has been entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990;
- b) listed within the City's Register of Places of Cultural Heritage Significance; or
- c) located within heritage precinct, or conservation area designated on the City's Register of Places of Cultural Heritage Significance;

This is also relevant for development that includes the demolition of a building within a conservation area or heritage streetscape. If the building proposed is a heritage place, adjacent to a heritage place or within a conservation area, it is necessary to articulate the impact of the proposed development on the heritage place or area. This needs to demonstrate how the proposed development will enhance the principles of the relevant conservation area or heritage place. Additional requirements are outlined in the Heritage Policy 4.11 and the Transfer of Plot Ratio Policy 4.6.2.



### *Acoustic Report*

A report prepared by a suitably qualified acoustic consultant is to be submitted in support of any application for development that may generate a noise impact (ie: liquor licensed premises, live or amplified entertainment) or for noise sensitive developments in proximity to noise generating establishments.

The report shall demonstrate how the proposed development has been acoustically assessed and designed for the purpose of minimising the effects of noise intrusion and/or noise emissions. In this regard, residential development should deliver an appropriate level of amenity for residents by attenuating noise between dwellings, other building uses and activities, external noise sources, and from mechanical plant and equipment. Please refer to Council Policy 4.10 Residential Design Policy (Appendix 2 - noise requirements).

At the City's discretion, for noise sensitive development which will not be situated within close proximity to current noise generating establishments, a preliminary acoustic report may only be required at the time of lodging a development application, and a detailed acoustic report being submitted for approval by the City, prior to a building permit being submitted.

### *Water Sensitive and Energy Efficient Design*

As part of an application for every new building or major refurbishment of an existing building, you will be required to provide a Water Sensitive and Energy Efficient Design Statement undertaken by an appropriate consultant. The development should aim to achieve high energy efficiency ratings in an accredited system for energy efficient building design and maintenance and keep abreast of any relevant legislative requirements including the Building Code of Australia - Energy (Section J). The proposed development should also incorporate appropriate water sensitive design measures in accordance with the principles outlined in the City Planning Scheme No.2, Policy Manual.

If you are looking to achieve a 'green' rating for your development such as Green Star, Nabers or NatHERS, then please include this information in your application.



### *Contaminated Sites and Acid Sulphate Soils*

Where a development is proposed on a contaminated site, an environmental assessment report is required to be prepared by a qualified environmental consultant, consistent with the 'Contaminated Sites Act 2003' and submitted to the City for consideration.

Where a development may be affected by Acid Sulphate Soils, a report to be prepared by a qualified environmental consultant to provide an appropriate level of assessment for the proposed development in accordance with the relevant Local Authority provisions, State Government policy statements and the Environmental Protection Authority standards, and submitted to the City for consideration.

### *Waste Management Plans*

Waste management considerations should be incorporated into the design of your development. A waste management plan is encouraged to be submitted. This may include thinking about permanent storage and wash down facilities for bins for both recyclables and general waste and including a waste disposal/ collection strategy demonstrating how these facilities will be serviced by either the City or by private contractors.



## City of Perth Local Development Assessment Panel

Development Assessment Panels (DAPs) have been established by the State Government to determine DAs for large and complex projects. Other than the method of determination, DAP applications are assessed and generally dealt with in the same manner as an application determined by the Council.

## Mandatory Development Assessment Panel Applications

Applications for development with an estimated value over \$15 million must be determined by the DAP. Applications are submitted directly to the City for assessment and are then referred to DAP Secretariat at the Department of Planning with a report and recommendations for the determination by the DAP.

## Optional “Opt-in” Development Assessment Panel Applications

For applications with an estimated value over \$10 million and less than \$15 million, applicants can choose to have an application determined by the DAP rather than by the City of Perth Council. As with mandatory DAP applications, the application is submitted directly to the City of Perth for assessment and is then referred to DAP for determination.



*To make an appointment with a planning officer to submit your DAP application please call 9461 3352*

## DAP Application Requirements

When submitting a DAP application, in addition to the City's DA application requirements detailed above, the applicant will need to lodge a DAP application form, DAP fees and additional copies of the plans and supporting documents.

There are two sets of fees payable for a DAP application, the Local Government fee and the DAP fee. Both are based on the estimated value of works. All fees must be paid to the City of Perth upon submission of your application. Schedule 1 of the Planning and Development (Development Assessment Panels) Regulations 2011 details the fees for DAP applications.

It is a requirement that the completed DAP Application Form must be signed by a City of Perth Planning Officer at the time of lodgement. Therefore, the applicant must make an appointment with a Planning Officer to submit their DAP application to the City. DAP applications will not be accepted via the post or without an appointment and must be complete in every respect (including all forms, plans, supporting documentation and fees).

For further information on DAPs and to obtain copies of DAP application forms and other publications, go to the Planning Western Australia website: <http://daps.planning.wa.gov.au/>

## Enquiries

For further enquiries or to make an appointment with a Town Planner, City Architect or 3D Model Coordinator, please contact the City's Approval Services Unit on 9461 3352.

## Attachment 1

*Samples of letters of authorisation to sign an application on behalf of a registered landowner:*

### a) On behalf of one or more Landowners

To whom it may concern:

I/We the undersigned hereby authorise \_\_\_\_\_ *name of person signing MRS Form 1* \_\_\_\_\_  
to act on our behalf in all matters relating to the application for approval to commence  
development at \_\_\_\_\_ *lot number and street address* \_\_\_\_\_

Landowners lot/ unit/tenancy number of proposed development	Landowners	Signature	Date

\_\_\_\_\_  
*Authorised person's signature*

### b) On behalf of a Company (to be printed on company letterhead)

To whom it may concern:

As the Director/Owner of \_\_\_\_\_ *company name* \_\_\_\_\_ I hereby confirm that  
*name of person signing MRS Form 1* \_\_\_\_\_, is authorised to sign the MRS Form 1 for the proposed  
development at \_\_\_\_\_ *lot number and street address* \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Position /Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Authorised person's signature (this must be the same signature on the MRS Form 1)*

## Attachment 2

### City of Perth Fee

If the Development has commenced or been carried out, an additional amount by the way of penalty will be charged. This will be three times the amount of the maximum fee payable for determination of the application for the values listed below.

2013/2014	Fees and Charges (Net of GST)	Fees and Charges (inclusive GST)
Up to the value of \$50,000	\$147	\$147
\$50,001 - \$5,000,000	0.32%	0.32%
\$500,001 - \$2,500,000	1,700.00 PLUS 0.257% for every \$1 over \$500,000	1,700.00 PLUS 0.257% for every \$1 over \$500,000
Minor amendment	\$147.00	\$147.00
Change of use	\$295	\$295



# Minor Development Applications

A development application (DA) is a formal request for approval to commence a proposed development or to change the use of a premises from one activity or land use to another. Minor Development includes adding to or altering existing buildings, demolishing a building or portions of a building, erecting signs or any structures, changing the levels of a site by excavating or filling and changing the use of any part of a building.

This guide sets out the City of Perth's (the City's) application requirements for minor developments in the city.

In the case of heritage places or places in conservation area (as listed in the City Planning Scheme No. 2 Register of Places of Cultural Heritage Significance) minor development includes any works that are likely to change the character or external appearance of the place or involves an irreversible alteration to the fabric of the place.

## Pre-lodgement

Before you submit a proposal for a minor development, you need to refer to the City of Perth City Planning Scheme No. 2 provisions and requirements including the relevant design guidelines and planning policies. The site might also be affected by a minor town planning scheme or a Special Control Area. To view these documents go to:

<http://www.perth.wa.gov.au/planning-policies>

It is recommended that your development proposal be discussed with the City's Planning Officers prior to lodging an application. This enables any planning issues to be identified and addressed prior to lodgement and results in more timely decisions.

To view these policies go to:  
[www.perth.wa.gov.au/  
planning-policies](http://www.perth.wa.gov.au/planning-policies)



CITY of PERTH



## Additional Approvals

It might also be necessary to address the requirements of relevant State Government environmental or planning legislation and policies as part of your application. Your proposal may require approval from, or referral to, other government agencies such as the:

- Heritage Council of Western Australia;
- Department of Planning /Western Australian Planning Commission; and
- Swan River Trust.

The City can help you to identify the relevant agencies, however, it is your responsibility to identify which approvals or referrals are required before lodging your application.

## Application Format

All applications need to be submitted in both digital and hard copy formats as detailed below.

### *Hard Copies*

Each application is to be accompanied by four sets of the plans, drawings, and any other documentation required by the City.

### *Digital Information*

All applications are to be submitted in a digital format on a CD-ROM/ DVD ROM (JPEG for images and Adobe PDF for plans). This includes a copy of all forms, plans, illustrations and supporting documentation.

Revised or updated information supplied after the original application is lodged shall also be provided in both hard copy and digital formats.

In most instances a 3D digital model will not be required. However, it is advisable to contact a planning officer to discuss the scope of works being proposed.

## Minor Development Application Requirements

To help ensure that a detailed assessment is made in a timely manner, you should ensure that the application form, all plans and supporting documentation are submitted at the time of lodging an application. If an application is incomplete then it is not valid and accordingly will not be processed until all the required information has been submitted.

The specific requirements for each application will vary with the nature of the proposal, and location. The following will be required for all applications for minor developments:

### *Application to Commence Development - Metropolitan Region Scheme Form 1 (MRS Form 1)*

*If the application form does not contain the correct owners details and supporting documentation your application will not be processed.*

#### **Completing the Application Form**

This form is a legal document and should not contain misleading or false information. Particular attention should be taken when obtaining the owners signatures. Please ensure that:

- the MRS Form 1 includes the name and signature of each of the owners of the land on which the development is proposed. Please check the current Certificate of Title for the owner's details.
- in the instances where a company (or companies) is the owner, a Director of each company signs the MRS Form 1, printing their full names and stating their position title.
- if signing the form on behalf of the owner of the land a letter of authorisation must be provided (refer to attachment 1 sample letter).
- any proposal affecting common property areas in a strata titled development is signed by all strata owners or alternatively is signed by the secretary of a Body Corporate provided the Body Corporate has the written authority to act as a representative agent on behalf of the individual strata owners. A copy of the agreement from the Body Corporate as well as a copy of the Body Corporate minutes must be attached to the application form.

- for recently purchased properties, the City may have not received the Advice of Sale from Landgate, therefore a copy of the transfer of sale or a letter from your solicitor is required demonstrating the ownership has changed.

The owner's signature(s) or a copy of the letter of authorisation is required each time a new application is submitted for a property.

### *Development Application Checklist*

A completed 'Development Application Checklist' must be signed and submitted by the applicant.

### *City of Perth Development Application Fee*

In accordance with the Planning and Development (Fees) Regulations 2009, the City charges application fees based on the estimated value of works. The estimate of the proposed value of the development does not include GST. Refer to Attachment 2 for the current adopted schedule of fees.

If the development has commenced or been carried out prior to submitting an application, an additional amount by the way of penalty will be charged. This will be three times the amount of the maximum fee payable for determination of the application.

### *Certificate of Title*

A current copy of the Certificate of Title (no older than 6 months old from date of lodgement) must be submitted with the application in order to provide evidence of ownership, to confirm the details and dimensions of the lot/s and to indicate if there are any encumbrances on the title. This can be downloaded from [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)

### *Plans/ Drawings/ Photographs*

#### **Location Plan**

This plan should include a north point and be drawn to a scale of at least 1:1000 upon which the dimensions and area of the subject site is clearly identified in the context of its locality.

*This can be downloaded  
from [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)*

### *Additional Information for Minor External Alterations and/or Additions To Existing Building*

#### **Site Plan**

A plan of the site, properly dimensioned and scaled (1:100 or 1:200), including the existing building footprint;

#### **Design Plans and Elevations**

Plans and elevation drawings depicting the existing building and any buildings (or portions of buildings) to be demolished; graphically differentiating between new and existing structures and specifically how the proposal will impact on the existing architectural features, fenestration, doors, main materials, and decorative treatments. Also details of the proposed materials, colours and finishes to be used in the construction of any additions or alterations; and

Plans are to include sufficient detail to demonstrate that universal access and facilities will be provided in accordance with the expectations of the Disability Discrimination Act 1992, and the Disability (Access to Premises - Buildings) Standards 2010 as appropriate.

### *Additional Information required for Change of Use Applications*

#### **Site Plan and Floor Plans**

A site plan and floor plans, properly dimensioned and scaled (1:100 or 1:200), showing how it is proposed to use the site and building/tenancy; the total floor area to be occupied by the proposed use(s); and any proposed changes to the site and/or buildings including parking layouts, landscaping and external alterations;

Plans are to include sufficient detail to demonstrate that universal access and facilities will be provided in accordance with the expectations of the Disability Discrimination Act 1992, and the Disability (Access to Premises - Buildings) Standards 2010 as appropriate.

Details of the design and location of any proposed new signage should also be provided.

### Supporting documentation

A written submission on the proposal indicating the current approved use of the premises, the proposed use of the premises including such details as the hours of operation, number of staff/ practitioners, type of liquor licence being sought (where appropriate), consideration of any potential adverse impacts of the proposed use on the amenity of the surrounding locality or adjacent uses; and any other details that would assist in the accurate assessment of the use;

Details of the proposed servicing of the premises (deliveries or dispatches);

If the use will require a licence under the Dangerous Goods Act, 1985 this should be indicated.

### *Additional Information Required for Applications for Minor Demolition Works*

#### Site Plan and Floor Plans

A site plan and floor plans, properly dimensioned and scaled (1:100 or 1:200), depicting the existing building(s) and/or any structures (or portions of buildings and or structures) to be demolished;

### Supporting documentation

A written submission on the proposal including details of the age and condition of the building(s) or part of the building to be demolished, a management plan dealing with screening, dust management etc,

*Note : for places of cultural heritage value or for any building located within a designated Conservation Area under City Planning Scheme No. 2 a heritage impact assessment prepared by a qualified heritage consultant is required.*

### *Additional Information Required for Sign Applications*

#### Site Plan

A properly dimensioned and scaled site plan (1:100 or 1:200) including any building(s) on the site and showing the location of any existing signage and all proposed signs.

To view this register please go to:  
[www.perth.wa.gov.au/planning-policies](http://www.perth.wa.gov.au/planning-policies)  
REGISTERS 8.1 Places of cultural heritage significance



To view the City's  
Planning Policy 4.7 please  
go to:  
[www.perth.wa.gov.au/  
planning-policies](http://www.perth.wa.gov.au/planning-policies)  
**DEVELOPMENT AND  
DESIGN POLICY -  
SECTION 4 4.7 Signs**

### Design Plans and illustrations

Plans showing the dimensions, materials, colours and content of each proposed sign. Details on any proposed illuminated, animated or flashing signs (where applicable). Elevation drawings or a current photograph of the site and/or building with the proposed signage superimposed showing the sign in context (including adjoining buildings).

### Supporting documentation

A written submission on the proposal addressing the proposal's compliance with the City's Planning Policy 4.7 'Signs'

### *Additional Information Required for Applications For Minor Earth Works (Excavation and Fill)*

Examples of types of excavation proposals may be in relation to remediation works, removing contaminated soil from a site, and replace with compacted clean fill.

### Site Plan

A site plan, properly dimensioned and scaled (1:100 or 1:200), showing any building(s) on the site, the outline of any buildings on the adjacent sites, and the extent of the area to be excavated and/or filled, including the proposed level of fill indicated in AHD.

### Supporting documentation

A written submission on the proposal including geo-technical details together with management plans dealing how truck movements, dust, noise and removal of contaminants (such as acid sulphate soils) will be managed and controlled.

## Enquiries

For further enquiries or to make an appointment with a Town Planner, please contact the City's Approval Services Unit on 9461 3352.





## Attachment 2

### *Current Application Fee Schedule*

If the Development has commenced or been carried out, an additional amount by the way of penalty will be charged. This will be three times the amount of the maximum fee payable for determination of the application for the values listed below.

2013/2014	Fees and Charges (Net of GST)	Fees and Charges (inclusive GST)
Up to the value of \$50,000	\$147	\$147
\$50,001 - 5000,000	0.32%	0.32%
\$500,001 - \$2,500,000	1,700.00 PLUS 0.257% for every \$1 over \$500,000	1,700.00 PLUS 0.257% for every \$1 over \$500,000
Minor amendment	\$147.00	\$147.00
Change of use	\$295	\$295