



Development Approvals

Major Development Application

A development application (DA) is a formal request for approval to commence a proposed development. A major development application is required for all new buildings and major additions or refurbishment of an existing building which require substantial information to be provided to assess the impact and quality of the proposal.

This guide sets out the City of Perth's (the City's) application requirements for major developments in the city which are related to the assessment of the quality of proposals in addition to their compliance with Local 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. If the site is located in formal Subiaco or Nedlands areas and now incorporated into the City you need to refer to the Subiaco Town Planning Scheme No.4 or the Nedlands Town Planning Scheme No.2 and the relevant policies. To view the relevant documents go to: perth.wa.gov.au/building-and-planning/planning-framework/planning-policies-and-precinct-plans

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 achieving 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
- Department of Parks and Wildlife.

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.

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.

Application Format

Hard Copies

Each application is to be accompanied by two 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.

Electronic Lodgement

Please note that you must be a registered user to lodge a planning application online. You can request to be set up as a registered user by emailing planning@cityofperth.wa.gov.au

For further information please refer to: perth.wa.gov.au/develop/planning-and-building-applications/e-lodgement

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.

If the design of the development is 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 modifies 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.

Development Application Requirements

To help ensure that a detailed assessment is made in a timely manner, you should ensure that all application forms, plans and supporting documents are submitted at the time of lodging an application. If an application is incomplete then it is not valid and 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 information is required to be submitted for all major developments.

Application for Development Approval

Two forms are required the first under the Local Planning Scheme and the second under the Metropolitan Region Scheme (MRS Form 1).

Completing the Application Forms

The forms are legal documents and should not contain misleading or false information. Particular attention should be taken when obtaining the owners signatures. Please ensure that:

- the forms are to be signed by an owner who is:
 - a) If the land is freehold land –
 - (i) a person whose name is registered as a proprietor of the land.
 - (ii) the State, if registered as a proprietor of the land.
 - (iii) a person who holds an interest as purchaser under a contract to purchase an estate in fee simple in the land.
 - (iv) a person who is the holder of a freehold interest in land vested in an executor or administrator under the Administration Act 1903 section 8.
- the forms include the name and signature of each of the owners of the land on which the development is proposed.

- in the instances where a company (or companies) is the owner, a Director of each company signs the forms, printing their full names and state their position title.
- if signing the forms 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 forms.
- for recently purchased or properties subject to sale, a copy of the transfer of sale or a letter from your solicitor or estate agent is required demonstrating the ownership is in the process of changing.

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 is charged.

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 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.

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 windows, or private open spaces, recreational areas (pools or courtyards) and floor levels next to adjacent to the side and rear boundaries of the subject site
- h) Existing and proposed vehicle access points 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
- 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 must 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 show 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, detailing 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 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 22nd August, 22nd September and 22nd 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. In addition, where an application includes variations to the height and setback requirements of the relevant Scheme, the overshadowing diagrams shall include relevant shadow casts of both a fully compliant development and the proposed development. The above 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.



Perspective images showing proposals in context.

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. State Planning Policy

7.0 Design of the Built Environment

Address each of the 10 relevant Design Principles under Schedule 1 justifying the merit of the proposed development.

D. 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) Local Planning Schemes
- ii) Planning Policies and Development Guidelines (including R-Codes where relevant);
- iii) Relevant Precinct Plan(s) and Statements of Intent;
- iv) Any relevant Council adopted Planning Study;
- v) Relevant strategies;
- vi) Any other relevant State Planning Policies
- vii) For development proposals for residential apartments (multiple dwellings) in areas coded R40 and above, within mixed use development and activity centres, it is necessary to complete the Apartment Application template addressing all element objectives and acceptable outcomes under the Apartment Design Guidelines. See template at Attachment 3.

For all development proposals, it is necessary to provide a compliance schedule including planning justification for any areas of non-compliance with any development requirements or standards.

E. 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.

F. 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 30 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 4.5.1 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 30) and Policy 4.5.2 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 4.10 and the Transfer of Plot Ratio Policy 4.5.1.

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 4.9 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 required to be submitted. The waste management plan is required to address the City's Waste Guidelines and identify 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 processed in the same manner as an application determined by the Council.

Mandatory Development Assessment Panel Applications

Applications for development with an estimated value over \$20 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 \$2 million and less than \$20 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.

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 and DAP fees. Note that

a Form 1 is required for all applications whilst a Form 2 may be used for minor modifications to a previous approval.

There are two sets of fees payable for a Form 1 DAP application, the Local Government fee and the DAP fee. Both are based on the estimated value of works. Form 2 applications have a fixed fee. 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. DAP applications must be complete in every respect (including all forms, plans, supporting documentation and fees.) Lodgement process will be delayed if the application is deemed incomplete.

It is a requirement that the completed DAP Application Form must be signed by a City of Perth Planning Officer confirming receipt of the application. It is recommended that the applicant contact a Planning Officer prior to submitting their DAP application to the City.

For further information on DAPs and to obtain copies of DAP application forms and other publications or view agendas and minutes of DAP meetings, go to the Planning Western Australia website: 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.

Need more help?

If you have further questions, please contact the Development Approvals team on (08) 9461 3352 or planning@cityofperth.wa.gov.au

  perth.wa.gov.au

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 form* _____
 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 form* _____, is authorised to sign the application form 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 application form)