

DEVELOPMENT APPROVALS

Minor Development Application

A development application (DA) is a formal request for approval to undertake a proposed development or to change the use of a site 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 registered or listed heritage places or places in conservation areas, minor development includes any works to the place.

Immediately below is a quick checklist for minor development applications



Quick Checklist

The below is a quick checklist for minor development applications and the minimum amount of information to accompany such an application:

- City of Perth DA Form – Application for Development Approval under CPS2
perth.wa.gov.au/building-and-planning/planning-and-building-applications/development-applications
- MRS Form 1 – Application for Planning Approval dplh.wa.gov.au/getmedia/b4ee6593-82ef-453f-be8b-0045f041a67e/SDV-MRS-Form-1-application_for_planning_approval
- Current Certificate of Title (no older than 6 months old from date of lodgement)
landgate.wa.gov.au/titles-and-surveys/certificate-of-title
- Written Submission – brief overview of the proposal incl. any change of uses and/or works
- Location Plan – aerial plan of subject site and immediate surrounds (can be screenshot from Google Maps)
- Site Plan – plan of the overall site/building properly scaled and dimensioned
- Floor Plan – plan of the subject area/tenancy subject to the application including existing and proposed layouts
- Elevations/Design Plans – elevations detailing any external or façade works as applicable
- Signage – if signage is proposed, include number of signs, location of signs and dimensions of each sign

For further enquiries please contact the City's Development Approvals Unit on 9461 3352 or at planning@cityofperth.wa.gov.au

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 (SCA). If the site is located in former Subiaco or Nedlands areas 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:

Schemes & SCA's:

perth.wa.gov.au/building-and-planning/planning-framework/planning-schemes

Policies & Precinct Plans:

perth.wa.gov.au/building-and-planning/planning-framework/planning-policies-and-precinct-plans

It is recommended that your development proposal be discussed with the City's Planning Officers prior to lodging an application. This allows any planning issues to be identified before you lodge the application and allows the application to be processed quicker.

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:

- Department of Planning, Lands & Heritage (DPLH);
- Western Australian Planning Commission (WAPC); and
- Department of Biodiversity, Conservation & Attractions.

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

Electronic Lodgement (Preferred)

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/building-and-planning/
 planning-and-building-applications/e-lodgement](https://perth.wa.gov.au/building-and-planning/planning-and-building-applications/e-lodgement)

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.

Hard Copies

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

To help ensure that a detailed assessment is made in a timely manner, you should ensure that the application forms, all 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 and location. The following information is required to be submitted for all minor 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 stating 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 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 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.

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.

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 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 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 1:100 and include the dimensions and area of the subject site is clearly identified in the context of its locality.

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 showing the existing building and any buildings (or portions of buildings) to be demolished, which are to indicate the existing and new structures and specifically how the new development will impact on the existing architectural features, fenestration, doors, main materials, and decorative treatments.

Statement of Planning Compliance

The statement of planning compliance will refer to:

- State Planning Policy 7.0 Design of the Built Environment addressing each of the 10 relevant Design Principles.
- Local Planning Schemes.
- Planning Policies and Development Guidelines (including R-Codes where relevant) the relevant element objectives and acceptable outcomes under SPP7.3 must be identified and addressed.
- Relevant Precinct Plan(s) and Statements of Intent.
- Any relevant Council adopted Planning Study.
- Relevant Strategies.
- Any other relevant State Planning Policies.

Details of the proposed materials, colours and finishes are to be provided.

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).
- Any proposed changes to the site and/or buildings including parking layouts, landscaping and external alterations.

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:

- the hours of operation
- number of staff/ practitioners,
- type of liquor licence being sought (Section 40 Certificate Applications Only)
- consideration of any potential adverse impacts of the proposed use on the amenity of the surrounding locality or adjacent uses
- details of the proposed servicing of the premises (deliveries or dispatches).
- any other details that would assist in the accurate assessment of the use.

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.

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 4.6 '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.

Need more help?

If you have further questions, please contact the Development Approvals team on (08) 9461 3353 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
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.....
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)