

## GUIDANCE NOTES

These guidance notes have been prepared to assist applicants as to the type of information required to be provided with an application for development approval to use/develop land within the Shire of Dundas.

The information required to be provided is necessary in order to assess and determine the following:

Whether the proposed use/development of the land ought to be approved; and

To clearly convey and articulate the nature, intent, scale, form, and character of the proposed use/development of the land.

Please note that failure to provide the required information with an application for development approval *will result* in the application being held in abeyance and the statutory timeframe prescribed for determining the application being suspended until such time as the required information is provided with the development application and is to the satisfaction of the Shire. It may also result in the application not being approved.

### **Information to be provided**

Clause 63 (1), Part 8, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* prescribes the type of information required to accompany an application for development approval.

The listed elements following **must** accompany an application for development approval (unless the Shire of Dundas has previously waived the requirement for a particular element where it is deemed unwarranted or irrelevant to the assessment and determination of the application for development approval).

Most of the information required to be provided is of a spatial nature, therefore is to be provided in a series of plans, essentially comprising a **location plan**, **site development plan**, a **floor plan** (or plans), and **elevation** and **section** drawings.

The provision of the **miscellaneous plans** listed are optional but if provided will be particularly beneficial to the assessing officer in appreciating the nature, character, form and scale etc of the proposed development and any visual and amenity impacts that might be generated if the proposed development were to be allowed.

Clause 63 (1) also provides for the provision of any additional information the Shire of Dundas deems relevant to the assessment and determination of an application for development approval. This may include the submission of specialist studies in respect to site and land use surveys, traffic impact analysis, heritage assessments and studies, and environmental, engineering or urban design studies.

Ideally, a check should be made with the Shire prior to preparing and lodging an application for development approval as whether such information is required to accompany the application.

### **Applicability of Information**

Depending on the nature and type of use/development, and its geographic location, not all of the listed elements following may be applicable to a proposed use or development of land.

For example, the subject land may not fall within a designated prescribed **environmentally sensitive area** (see element **A 16**). Where it is deemed that a listed element may not be applicable to a proposed use or development of land, please insert 'N/A' in the adjacent box.

However, please be mindful that a subsequent assessment of the proposed use/development by the Shire may require the listed element to be provided.

If in doubt as to whether some of the listed elements following are applicable to a proposed use/development of land, please check with the Shire beforehand.

### **Waiving of an Element**

Clause 63 (1), Part 8, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* also provides for the Shire to waive any listed element following or its requirements.

A request by an applicant to waive the requirement for a particular element to accompany an application must be made in writing (by email will be acceptable) and be submitted to the Shire prior to the lodgement of the application for development approval.

A request to waive the requirement for the provision of a particular element is to include the rationale/justification as to why the requirement for a particular element is deemed unwarranted or irrelevant. The determination by the Shire of the request will be provided in writing back to the applicant.

If the Shire does not agree to waive the requirement for a particular element, the element must subsequently accompany the application for development approval.

An application for development approval received by the Shire prior to receiving a request to waive the requirement for a particular element will either be returned to the applicant or be held in abeyance and the statutory timeframe prescribed for determining the application will be suspended until such time as the subsequent required element is provided to the satisfaction of the Shire.

### **Pre-lodgement Meeting**

The onus is upon the applicant to ascertain if any particular listed element following is not applicable to a proposed use or development of land, and hence, whether it is required to accompany the application. However, the Shire recommends that a pre-lodgement meeting with Shire Officers be arranged during the development design process to enquire about and ascertain the applicability or relevance of any listed elements following.

A pre-lodgement meeting also provides an opportunity to determine if any other additional information is required to accompany the application for development approval.

The elements required to accompany an application for development approval are listed on the following pages.

The following elements are required to be denoted on a **Site Development Plan**.

**A Site Development Plan** (Scale not less than 1:500)

N <sup>o</sup>	Elements	Checked <input checked="" type="checkbox"/>
A1	North point, scale (not less than <b>1:500</b> ) and/or scale bar, plan title, plan reference number and date, street address	<input type="checkbox"/>
A2	Location map (relative to the Norseman Post Office)	<input type="checkbox"/>
A3	Lot number/s of the subject lot/s and abutting lots, length of street frontages (in metres)	<input type="checkbox"/>
A4	Delineation of the subject land including its area/size (in m <sup>2</sup> or hectares) and dimensions (in metres)	<input type="checkbox"/>
A5	Existing levels (AHD), contours @ maximum 0.5 metre intervals, and proposed ground levels (including along all subject land boundaries)	<input type="checkbox"/>
A6	Abutting public street/s - where the subject land abuts more than one public street (eg. a corner lot) a primary street and a secondary street are to be nominated and denoted	<input type="checkbox"/>
A7	Abutting Rights-of-Way (ROW) (eg. laneways) and pedestrian access ways (PAW's)	<input type="checkbox"/>
A8	Location of any access restrictions such as road islands adjacent to the subject land	<input type="checkbox"/>
A9	Existing infrastructure within abutting street verges, including footpaths, street trees, crossovers, truncations, power poles and any services such as telephone, gas, water and sewerage	<input type="checkbox"/>
A10	Location of all service connections (eg. any reticulated power, water, sewerage, drainage systems)	<input type="checkbox"/>
A11	Location of any easement or piped service traversing the subject land including any sewer connection point servicing the subject land	<input type="checkbox"/>
A12	Existing environmental features (eg. watercourses, wetlands, salt lakes, indigenous vegetation), including those features proposed to be cleared/removed or altered	<input type="checkbox"/>
A13	Land designated as flood prone and/or within a defined floodway	<input type="checkbox"/>
A14	Land designated as a <b>bushfire prone area</b> (Go to <a href="https://maps.slip.wa.gov.au/landgate/bushfireprone/">https://maps.slip.wa.gov.au/landgate/bushfireprone/</a> to identify)	<input type="checkbox"/>
A15	Land identified as a <b>contaminated site</b> (Go to <a href="https://www.der.wa.gov.au/your-environment/contaminated-sites/">https://www.der.wa.gov.au/your-environment/contaminated-sites/</a> to identify)	<input type="checkbox"/>
A16	Land designated as an <b>environmentally sensitive area</b> (Go to <a href="https://www.der.wa.gov.au/your-environment/environmentally-sensitive-areas-to-identify/">https://www.der.wa.gov.au/your-environment/environmentally-sensitive-areas-to-identify/</a> )	<input type="checkbox"/>
A17	Existing and proposed uses of the subject land, including the extent (in m <sup>2</sup> ) of each proposed use (and any component areas)	<input type="checkbox"/>
A18	Existing and proposed means of access and internal circulation for vehicles and pedestrians	<input type="checkbox"/>

N <sup>o</sup>	Elements (continued)	Checked	√
A19	Any existing approved building envelope, including its area/size (m <sup>2</sup> ) and dimensions (in metres) of all envelope boundaries	<input type="checkbox"/>	
A20	Location, perimeter (including area/size in m <sup>2</sup> and dimensions in metres), use and type of existing and proposed buildings and structures	<input type="checkbox"/>	
A21	Setback distances (in metres) of any existing building/structure from lot boundaries, where a change of use is proposed for the existing building/structure	<input type="checkbox"/>	
A22	Setback distances (in metres) of proposed buildings and structures from lot boundaries	<input type="checkbox"/>	
A23	Distances (in metres) between existing and proposed buildings and structures	<input type="checkbox"/>	
A24	Alignment and levels (AHD) of all existing and proposed fences (including gates) and retaining walls, including setbacks (in metres) from lot boundaries and existing and proposed buildings	<input type="checkbox"/>	
A25	Existing buildings/structures (including walls and fences) proposed to be removed/demolished	<input type="checkbox"/>	
A26	Location, design, dimensions (metres), and paving treatment of proposed onsite and off-site vehicle parking bays, vehicle unloading/loading bays, and any proposed vehicle set-down/pick-up bays	<input type="checkbox"/>	
A27	Use, location, design, dimensions (metres), and paving treatment of any proposed onsite and off-site open storage or trade display area	<input type="checkbox"/>	
A28	Nature, location, extent (including area/size in m <sup>2</sup> and dimensions in metres) of proposed private open space areas (can include existing and proposed landscaped areas)	<input type="checkbox"/>	
A29	Type and size of existing trees to be retained and removed, and proposed trees to be planted	<input type="checkbox"/>	
A30	Location and extent of land (in m <sup>2</sup> ) identified as necessary for the provision of any onsite power and water supply, wastewater disposal, and drainage systems to service the proposed development	<input type="checkbox"/>	
A31	Location and extent of land (in m <sup>2</sup> ) identified for the provision of any proposed onsite signage	<input type="checkbox"/>	

**Additional Information Requirements where the Residential Design Codes of WA (the 'R Codes') apply**

Where an application for development approval is for the development of land to which the 'R Codes' apply, the following **additional information** is to be denoted on the **Site Development Plan**

A32	A cadastral base of all lots located within the street block containing the subject land (including lots on the opposite side of the street)	<input type="checkbox"/>	
A33	Street setbacks and land use of all buildings located within the above street block	<input type="checkbox"/>	
A34	The position and levels of habitable room windows and outdoor living areas of existing dwellings located on adjoining lots	<input type="checkbox"/>	
A35	The direction of prevailing winds	<input type="checkbox"/>	

N <sup>o</sup>	Elements (continued)	Checked	√
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A36	Significant view-lines to the streetscape and to and from public places	<input type="checkbox"/>
A37	Any listed heritage places and landmarks within close proximity	<input type="checkbox"/>
A38	Location of retail and community services and public open spaces within an 800 metre walkable catchment	<input type="checkbox"/>
A39	Bus stops located on a high frequency bus route within a 250 metre walkable catchment	<input type="checkbox"/>
A40	The shadow that would be cast at noon on 21 June by any proposed building onto any adjoining lot	<input type="checkbox"/>
A41	Site area boundaries of any proposed strata lots	<input type="checkbox"/>
A42	The horizontal position, floor levels, and positions of all openings of existing and proposed buildings (or part of a building) on the subject lot where the building is within 7.5 metres of the lot's boundaries	<input type="checkbox"/>
A43	Position and dimensions of balconies or major openings to active habitable spaces in an adjoining building visible from the subject lot and is located within 6 metres of a boundary of the subject lot	<input type="checkbox"/>
A44	Position and level of any accessible area (e.g. lawn, paving, decking, balcony or swimming pool) on any adjoining lot and within 7.5 metres of the boundaries of the subject lot	<input type="checkbox"/>
A45	Cones of vision and critical lines of sight from those major openings as they relate to the adjoining property	<input type="checkbox"/>
A46	Details of screening or other measures proposed to be used to reduce overlooking	<input type="checkbox"/>
A47	Plans and sections of sufficient information to explain how any adjoining lot as a whole would be affected	<input type="checkbox"/>
A48	Landscaping of common property and communal open spaces in proposed grouped and multiple dwelling developments	<input type="checkbox"/>

The following elements are required to be denoted on a **Floor Plan**

**B Floor Plan** (Scale not less than 1:200)

Nº	Elements	Checked	√
B1	North point, scale (not less than <b>1:250</b> ) and/or scale bar, plan title, plan reference number and date, street address	<input type="checkbox"/>	
B2	Position, use, dimensions and finished floor levels of each building proposed to be erected, altered or retained, and their distances (in metres) from the boundaries of the subject lot	<input type="checkbox"/>	
B3	A schedule of all space/room sizes (m <sup>2</sup> ) for each proposed building	<input type="checkbox"/>	

The following elements are required to be denoted on **Elevation and Section Plans**

**C Elevation and Section Plans** (Scale not less than 1:100)

Nº	Elements	Checked	√
C1	North point, scale (not less than 1:100) and/or scale bar, plan title, plan reference number and date, street address	<input type="checkbox"/>	
C2	Elevations of the facades of each building (including balconies, verandahs, porches, entries, windows and doors) and structure proposed to be erected, altered or retained on the subject lot	<input type="checkbox"/>	
C3	The height (in metres) of the facades of each building and structure, measured from the existing and natural ground level (AHD) of the subject lot	<input type="checkbox"/>	
C4	The finished floor levels (AHD) of each building and structure proposed to be erected, altered or retained on the subject lot	<input type="checkbox"/>	
C5	The ridge height (in metres) and pitch of any angled roof of each building and structure proposed to be erected, altered or retained on the subject lot	<input type="checkbox"/>	
C6	Materials, colours, and finishes to all facades of each building and structure proposed to be erected, altered or retained	<input type="checkbox"/>	

**Additional Information Requirements where the Residential Design Codes of WA (the ‘R Codes’) apply**

Where an application for development approval is for the development of land to which the ‘R Codes’ apply, the following **additional information** is to be denoted on the **Elevation and Section Plans**

C7	Cross-sections through any proposed areas of excavation or filling with the relevant existing, natural and proposed levels (AHD) and contours at maximum intervals of 0.5m	<input type="checkbox"/>	
C8	A schedule of the sizes of major openings (> 1 m <sup>2</sup> ) to habitable spaces	<input type="checkbox"/>	
C9	Sufficient information to demonstrate compliance with the relevant provisions of AS4299 (Adaptable housing where proposed)	<input type="checkbox"/>	

**Additional Information Requirements for Heritage Places and Areas**

Where an application for development approval is for development proposed on a heritage place listed in *Local Planning Scheme (LPS) 7*, or within an designated heritage area under LPS 7, the following **additional information** is required to be denoted on the **Elevation and Section Plans**

C10	One continuous street elevation (at a scale not smaller than 1:100) of the proposed development and the whole of the existing development on each adjoining lot	<input type="checkbox"/>	
C11	Materials, colours, and finishes to all facades of each building and structure proposed to be erected, altered or retained on the subject lot, and on each adjoining lot	<input type="checkbox"/>	

The following **Miscellaneous** elements may be required to accompanying an *Application for Development Approval* (please check with the Shire of Dundas prior to lodging an Application for Development Approval)

**D Miscellaneous**

Nº	Elements	Checked	√
D1	Artist impression (Optional)		<input type="checkbox"/>
D2	Physical and/or 3D digital scale model (Optional)		<input type="checkbox"/>

The following elements are required to be satisfactorily addressed (where applicable) within a **Development Proposal Outline**, which must accompany the *Application for Development Approval*

**E Development Proposal Outline**

Nº	Elements	Checked	√
E1	A written outline describing the proposed use/development of the subject land		<input type="checkbox"/>
E2	A written explanation demonstrating how the proposal satisfactorily addresses relevant matters to be considered by the Shire of Dundas in determining the <i>Application for Development Approval</i> [Refer to cl.67 of Schedule 2 in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> ]		<input type="checkbox"/>
E3	A list of any proposed variations to, or departures from, applicable development standards and requirements, and the justification for these		<input type="checkbox"/>

**Additional Information Requirements where the *Residential Design Codes of WA* (the ‘R Codes’) apply**

Where an application for development approval is for the development of land to which the ‘R Codes’ apply, and a departure is sought from an applicable deemed-to-comply’ provision of the ‘R Codes’, the application must satisfactorily address the prescribed **Design Principle** corresponding to the ‘deemed-to-comply provision

E4	The corresponding <b>Design Principle</b> addressed in lieu of compliance with or a proposed departure from a relevant ‘ <b>deemed-to-comply</b> ’ provision of the ‘R Codes’		<input type="checkbox"/>
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