



DEVELOPMENT APPLICATION CHECKLIST

To be submitted with an Application for Planning Approval (Schedule 6 Form)

To reduce potential time delays associated with incomplete applications, all applicants are required to tick the boxes supplied on the following checklist to confirm the requested information has been provided. **Failure to provide all required information may result in the application being returned to the applicant without being processed and/or significant time delays.**

| Applicant to Complete | SCHEDULE 6 – APPLICATION FOR PLANNING APPROVAL | RECEIVED – Y/N? (Office Use) |
|-----------------------|--|---------------------------------|
| | Applicant details (including email address) and signature | |
| | Current landowner details and signature | |
| | Complete property details including Lot, street number and street name | |
| | FEES | |
| \$ | Fees paid in accordance with the Council's Schedule of Fees and Charges - refer to City's website - www.gosnells.wa.gov.au - Building and Development / Planning the City / Forms, Applications and Information Sheets / Planning Fees and Charges | \$ |
| | GENERAL REQUIREMENTS FOR ALL APPLICATIONS | |
| | The application shall include the following information: | |
| | Certificate of Title. Formal record of ownership issues by Landgate, the State's Registrar of lands. www.landgate.wa.gov.au | |
| | One (1) hardcopy of plans and supporting documents. The submission of an electronic copy (PDF format) of these plans and supporting documents (in addition to the hard copies) is preferred. | |
| | Assessment of the application against: <ul style="list-style-type: none"> • Town Planning Scheme No. 6 provisions - refer to City's website - www.gosnells.wa.gov.au - Building and Development / Planning the City / Town Planning Scheme No. 6. • Applicable Local Planning Policies - refer to City's website - www.gosnells.wa.gov.au - Building and Development / Planning the City / Local Planning Policy Framework | |
| | Plans drawn to a scale of not less than 1:500 showing the location of the site, dimensions of the lot, street names, lot numbers, north point, and distance of all buildings and structures to boundaries. | |
| | Letter describing the existing use of the site, nature and type of all operations and processes, including but not limited to the hours of operation, number of employees, number of car parking spaces, location of vehicle access areas, number of vehicle movements, and size and type of vehicles. | |
| | Plans showing existing ground levels on the site and the location, height and description of all existing buildings, structures, vegetation, location and dimensions of all car parking spaces, septic tanks, leach drains and soak wells, building envelopes, easements and reciprocal access, crossovers, street trees, power poles, gas pipelines, earthworks (cross section) including retaining walls, and natural water courses/bodies. | |
| | Letter describing the proposed use of the site, nature and type of all operations and processes, including but not limited to the hours of operation, number of employees, number of car parking spaces, location of vehicle access areas, number of vehicle movements and size and type of vehicles. | |
| | Plans showing proposed ground levels on the site and the location, height and description of all proposed buildings, structures, fencing, landscaping, location and dimensions of all car parking spaces, septic tanks, leach drains and soak wells, building envelopes, easements, reciprocal access, crossovers, earthworks (cross section) including retaining walls. | |
| | ADDITIONAL INFORMATION REQUIRED FOR: | |
| | INDUSTRIAL AND COMMERCIAL APPLICATIONS - Letter and plans demonstrating: | |
| | The proposed use of the site, nature and type of all operations and processes and any associated materials, machinery and equipment proposed to be used. | |
| | Elevations showing the colours, finishes and materials of all facades of buildings and structures, demonstrating compliance with Town Planning Scheme No. 6 provisions and applicable Local Planning Policies . The facade of buildings relates to all surfaces visible from a public road or public areas. | |
| | The location, dimensions and design of any open storage or trade display area, and written details of associated use. | |
| | The existing and proposed means of access for pedestrians from car parking areas to buildings and public areas. | |

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| | The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site, and the means of access to and from those areas. This is to include but not be limited to vehicle-turning-circle template scenarios to demonstrate that vehicles accessing the site can manoeuvre appropriately. | |
| | Traffic management devices including but not limited to speed humps, line markings, signage, median islands and appropriate integrated pedestrian access. | |
| | Position of rubbish pick-up areas including truck turning circles - refer to City's website - www.gosnells.wa.gov.au - Building and Development / Engineering / Subdivision Design and Construction / Roads and Kerbs / ES-57 Rubbish Truck Turning Circles. | |
| | Any specialist studies applicable including but not limited to heritage, traffic, environmental, engineering and urban design. | |
| | A Traffic Study and Site Waste Management Plan will be required for large scale proposals. Note: Any application comprising a site with existing or proposed access from a Regional Road may require referral to the Department of Planning or Main Roads WA for comment. | |
| | COMMERCIAL VEHICLE PARKING APPLICATIONS – Letter and plans comprising: | |
| | Addendum A form - Details for Parking of Commercial Vehicles | |
| | Proof of residency, employment and ownership/responsibility for vehicles - Driver of the vehicle must be resident of the property and use the vehicle as part of their main occupation unless otherwise stated in Local Planning Policy 2.1 - Commercial Vehicle Parking. | |
| | A plan to a scale of not less than 1:500 showing lot boundaries and the location of the dwelling, outbuildings, proposed parking location, driveway and vehicle access, and intended vehicle screening measures. | |
| | Photographs showing the front, side and rear of the vehicle/s, and the location where the vehicle/s are proposed to be parked. | |
| | Indication of the typical frequency and times when the vehicle/s will be driven to and from the site, and a description of the main functions of the vehicle/s. | |
| | A copy of the driver's licence of each person proposed to drive the commercial vehicle/s, clearly identifying their registered residential address (residential address must be the same as the property address where the vehicle/s are proposed to be parked). | |
| | RESIDENTIAL APPLICATIONS – Letter and plans demonstrating: | |
| | Assessment of the application against the Residential Design Codes, Local Planning 1.1.1 - Residential Development and Local Planning Policy 3.2 - Co-Ordination of Infill Development. | |
| | For applications involving infill development (including grouped, multiple and ancillary dwelling proposals) in Gosnells, Kenwick, Beckenham, Maddington, Langford, Martin and Thornlie), the submission of: <ol style="list-style-type: none"> 1. A geotechnical report, specifically detailing site conditions with respect to soil, groundwater and stormwater disposal. 2. The City's stormwater calculation sheet (please refer to the City's website). 3. A drainage plan showing the design required by the calculation sheet. | |
| | Assessment of the application against State Planning Policy 5.4 – Road and Rail Transport Noise and Freight Considerations in Land Use Planning - refer to City's website - www.gosnells.wa.gov.au - Building and Development / Planning the City / Forms, Applications and Information Sheets / Guide to State Planning Policy 5.4 - Assessment Tool. The application must state which of the following applies: <ol style="list-style-type: none"> 1. Noise levels are likely to be less than or meet the Noise Target and so no further measures are required; OR 2. Noise levels are between the Noise Target and the Noise Limit and Package A mitigation measures are to be implemented with a view to achieving the Noise Target levels; OR 3. Noise levels are more than the Noise Limit and a detailed noise assessment has been provided. This assessment has produced a Noise Management Plan and recommended mitigation measures to be implemented with a view to achieving the Noise Target levels. | |
| | Position of rubbish pick-up areas including truck turning circles - refer to City's website - www.gosnells.wa.gov.au - Building and Development / Engineering / Subdivision Design and Construction / Roads and Kerbs / ES-57 Rubbish Truck Turning Circles. | |
| | Any specialist studies applicable including but not limited to heritage, traffic, environmental, engineering and urban design. | |
| | A Traffic Study and Site Waste Management Plan will be required for large scale proposals. Note: Any application comprising a site with existing or proposed access from a Regional Road may require referral to the Department of Planning or Main Roads WA for comment. | |
| | HOME BASED ACTIVITIES – Letter and plans demonstrating: | |
| | Assessment of the application against Local Planning Policy 2.5 - Home Based Activities. | |
| | Details regarding the number of visitors per day and manner in which they will visit the site (ie. whether or not visits are by appointment only and the number of people that will be on the site at any given time). | |
| | The hours of operation of the proposed activity. | |