

Information required for development applications

1. ESSENTIAL INFORMATION

Applications submitted over the counter without all of the following items will not be accepted and will be returned. A planning officer is available over the phone to assist you with submitting your application.

(Different requirements apply to 'Extension to term of approval', 'Variation to an approved application' and 'Section 40 Liquor License' applications – see relevant sections).

Office Appl.

- ☐ ☐ i) A completed application form signed by all landowners, **AND** with the 'Yes' box ticked beneath the Applicant Details section allowing the City to provide information and plans for public viewing.

Where common property is involved or where the development impacts on other strata lots, all strata owners must sign, or the strata company seal or a copy of the corporate body resolution approving the application must be provided.
- ☐ ☐ ii) Copy of the Offer of Acceptance (if the property is subject to dealing).
- ☐ ☐ iii) A non-refundable fee - refer to attached fee schedule (Page 7).
- ☐ ☐ iv) Plans and information as detailed below for specific application types. Digital plans are preferred. Please ensure USBs are not password protected.
- ☐ ☐ v) *(Where applicable)* Variation justification where the proposal seeks to vary requirements or seeks discretion for items within the **Local Planning Scheme No. 4**, the **Residential Design Codes (WA)**, and/or the City of Fremantle local planning policies.

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2. Proposed developments

(Developments including, but not limited to: new works, additions and alterations to existing development, retrospective works)

- ☐ ☐ **2.1 All information** as listed in the essential information box above.
 - ☐ ☐ **2.2 One set of plans** at either A4 or A3 size (or preferably digital), consisting of:

All plans are to be to scale, with dimensions and boundary setbacks labelled.
 - a) **Site plan** – north point and street lot numbers, existing structures, any structures to be removed, existing ground levels, car parking areas, verge infrastructure (eg: street trees, crossovers, power poles, bus shelters, etc.). Contours, spot levels and/or datum points are required for all development on vacant lots and any large additions and alterations.
 - b) **Floor plan** – including room labels (ie: bedroom, bathroom, etc.), finished floor levels, and area to be used as part of any proposed use.
 - c) **Elevation plans** – showing existing natural ground level, proposed finished floor levels, roof levels, sill height of windows (where at least or in excess of 1.6 metres above finished floor level)
- Additional information where applicable:**
- ☐ ☐ **2.3 Cover letter** including any justification for variations or discretion sought against the Residential Design Codes, Local Planning Scheme No. 4, or local planning policies.
 - ☐ ☐ **2.4 Parking and loading bays** – location and dimensions of any area proposed to be provided for parking or the loading and unloading of vehicles carrying goods or commodities to and from the site, and means of access to and from those areas.
 - ☐ ☐ **2.5 Landscaping plan** – identifying species and locations, including which trees or other vegetation are proposed to be retained, relocated or removed, and verge trees.
 - ☐ ☐ **2.6 Streetscape perspective**
 - ☐ ☐ **2.7 Overshadowing diagram**
 - ☐ ☐ **2.8 Photo montage**
 - ☐ ☐ **2.9 Signage information** (if applicable) – See section 3 below.
 - ☐ ☐ **2.10 BAL-** State Planning Policy 3.7 (SPP 3.7) – Planning in Bushfire Prone Areas has been addressed (if applicable). To determine if the requirements of SPP3.7 are applicable for your development application, please refer to this link <https://www.fremantle.wa.gov.au/development/planning>

3. Signage applications and painting

- ☐ ☐ **3.1 All information** as listed in the essential information box above
- ☐ ☐ **3.2 One set of plans** at either A4 or A3 size (or preferably digital), consisting of:
 - a) **Site plan/aerial** – including proposed signage location/s, north point, street and lot numbers.
 - b) **Elevation plans** – to scale and including signage location/s, dimensions, proposed colours, height from ground level, signage details (wording), and any illumination.
- ☐ ☐ **3.3 Additional information for advertisements/signage application form.**
(Note: Not required for painting).
- ☐ ☐ **3.4 Colour swatch sample** – of specific brand and colour name or number of colour/s to be used.

4. Demolition applications

(where only demolition is proposed)

- ☐ ☐ **4.1 All information** as listed in the essential information box above.
- ☐ ☐ **4.2 One set of plans** at either A4 or A3 size (or preferably digital), consisting of:
 - a) **Site plan/aerial** – proposed structures to be demolished including dimensions, north point, street and lot numbers, structures and large trees to be retained.

5. Home occupation or Home business

- ☐ ☐ **5.1 All information** as listed in the essential information box above.
- ☐ ☐ **5.2 One set of plans** at either A4 or A3 size (or preferably digital) consisting of:
 - a) **Site plan** – to scale, all dimensions, north point, onsite parking bays, vehicle access points to site.
 - b) **Floor plan** – to scale, showing all dimensions and area/s to be used as part of proposed use/s.
- ☐ ☐ **5.3 Additional information**

Documentation providing the following details of the business:

 - ☐ description of proposed business
 - ☐ hours of operation
 - ☐ number of employees
 - ☐ estimated visitation rate per week/day
 - ☐ any other relevant information to explain how the business will mitigate impacts to adjoining properties, particularly residential properties

6. Change of use

- ☐ ☐ **6.1 All information** as listed in the essential information box above. *(If the application includes additions and/or alterations, then information from section 2 above is also required.)*
- ☐ ☐ **6.2 One set of plans** at either A4 or A3 size (or preferably digital), consisting of:

All plans are to be to scale, with dimensions and boundary setbacks labelled.
 - a) **Site plan** – north point, onsite parking bays, vehicle loading bays, bicycle racks and vehicle access points to site.
 - b) **Floor plan** – showing all dimensions and area to be used as part of proposed use/s, indicative fitout details.
 - c) Where additions and/or alterations are proposed, also include relevant details from section 2 above.
- ☐ ☐ **6.3 Signage details** *(if applicable)* - See section 3 above
- ☐ ☐ **6.4 Additional information** – including a document outlining the following details of the business:
 - ☐ management plan
 - ☐ description of proposed business
 - ☐ hours of operation
 - ☐ floor area per use/s
 - ☐ number of employees
 - ☐ onsite parking provision
 - ☐ toilet facilities
 - ☐ internal fit out details
 - ☐ structural changes
 - ☐ signage details *(see also section 3 above)*
 - ☐ shop-front treatments
 - ☐ deliveries/visitation rate per week/day
 - ☐ any other relevant information to explain the nature and expected scale of the business
- ☐ ☐ **6.5 BAL** - State Planning Policy 3.7 (SPP 3.7) – Planning in Bushfire Prone Areas has been addressed (if applicable). To determine if the requirements of SPP3.7 are applicable for your development application, please refer to this link
<https://www.fremantle.wa.gov.au/development/planning>

7. Variation application

(To vary a development approval where approval has not expired)

- ☐ ☐ **7.1 Covering letter** (*Note: Development application form not required*) including the following:
- ☐ outlining reason for variation to approval
 - ☐ property address details
 - ☐ DA reference number
 - ☐ owner and applicant contact details including postal address and email
 - ☐ addressing any new variations to the Local Planning Scheme No. 4, Residential Design Codes, or local planning policies
- ☐ ☐ **7.2 One set of plans** at either A4 or A3 size (or preferably digital) - see section 2 above
- *Please note that a variation application effectively 'overwrites' the original application, so all development shown on the original plans and proposed to be carried over must be included within the variation, even those areas where no changes to the original are proposed.**
- ☐ ☐ **7.3 Non-refundable fee** (see Page 7)

8. Extension of term to planning approval

(Where an approval has been issued but is about to or has already expired)

- ☐ ☐ **8.1 Covering letter** (*Note: Development application form not required*) including the following:
- ☐ reasoning for delay and explanation as to why the extension of term to approval is sought
 - ☐ property address details
 - ☐ DA reference number
 - ☐ owner and applicant contact details including postal address and email
- ☐ ☐ **8.2 Non-refundable fee** (see Page 7)

9. Section 40 certificate

(for Liquor Licensing)

- ☐ ☐ **9.1 Section 40 application form**
- ☐ ☐ **9.2 Management plan** – Including details on:
 - Mandatory industry training compliance
 - How responsible server practices will be adopted
 - The display of responsible service posters on the licensed premises
 - The way in which licensed crowd controllers (if applicable) undertake their duties
 - The practices adopted to control juveniles on the licensed premises
 - The way in which intoxicated patrons are refused service
 - The procedures in place to respond to complaints and protect the amenity of the area.
- ☐ ☐ **9.3 Site plan** – including all dimensions, north point, street and lot numbers
- ☐ ☐ **9.4 Floor plan** – showing area of building to be used as licenced premises.
- ☐ ☐ **9.5 Non-refundable fee** (see Page 7)

10. Re-Roof with no change to roof pitch, and/or Solar Panels

- ☐ ☐ **10.1 All information** as listed in the essential information box above.
- ☐ ☐ **10.2 One copy** of each of the following:
 - Aerial photo indicating the house/building, street name and street number – for Solar Panels show location of Solare Panels on the roof, noting if they are flat or raised.
 - Elevations/photo printed on A4 (or preferably digital) showing front of house/building with roof
 - Documentation stating materials (eg: tile to colorbond) and 'no change to roof pitch'.
 - Solar panel brochure and documentation (if applicable).

OFFICE USE ONLY – accepting officer

Initials:

Date:

PLANNING FEES

Change of use or change of non-conforming use (inc. alterations less than \$92,000)

\$295.00; or,
\$885.00 if the change of use has commenced (\$590.00 by way of penalty)

Home occupation / business

\$222.00; or
\$666.00 if the home occupation has commenced (\$444.00 by way of penalty)

Subdivision clearances/ survey strata (including common property lots)

1 - 5 lots	\$73.00 / lot
More than 5 lots but not more than 195 lots	\$73.00 / lot for the first 5 lots and then \$35.00/lot
More than 195 lots	\$7,393.00

Application fees specific to all other types of development

Value of proposed development (excluding GST):	Fee:
\$0 – \$50,000.00	\$147.00
\$50,001.00 – \$500,000.00	0.32% of the estimated cost
\$500,001.00 – \$2,500,000.00	\$1,700.00 + 0.257% for every \$1.00 in excess of \$500,000.00
\$2,500,001.00 – \$5,000,000.00	\$7,161.00 + 0.206% for every \$1.00 in excess of \$2.5 mil
\$5,000,001.00 – \$21,500,000.00	\$12,633.00 + 0.123% for every \$1.00 in excess of \$5 mil
\$21,500,000.00 +	\$34,196.00

If the development has commenced or been carried out (retrospective)

The fee, based on the cost of development plus, by way of penalty, twice the application fee again.

Miscellaneous

Variation to existing planning approval	\$295
Extension to term of planning approval	\$295
Section 40 certificates	\$200.00 each
Written planning advice	\$73.00
Deem to comply assessment for Single House (61a)	\$295
Local Planning Scheme 4 text (hard copy, text only)	\$79.50
Local Planning Scheme 4 maps	\$23.20 (per A3 colour map) \$90.50 (per A1 colour map) \$113.00 (per A0 colour map)

DEVELOPMENT APPLICATION PROCESS

Most development applications received by the City will be determined by the following process. The time taken to assess an application varies according to the nature and complexity of the proposal.

1. Pre-lodgement consultation

A Duty Planner is available over the phone during normal business hours to assist with queries in regard to development. Duty planners, however, will be unable to undertake a detailed assessment of plans prior to lodgement and can only provide general guidance. Additional variations may be identified once an application has been submitted and undergone a detailed assessment.

For 'significant developments' the City also encourages pre-lodgement consultation with the City's Design Advisory Committee (DAC). The DAC has been established to provide expert advice to the Council on matters that relate to the design quality of the development. Please contact the City's planning department should you wish to present a 'significant development' to the DAC for preliminary feedback.

2. Lodgement

Submission of the Application.

There are 2 options available for submitting to The City of Fremantle.

- Online Customer Portal <https://csp.fremantle.wa.gov.au>.
- City of Fremantle Walyalup Civic Centre, Customer Service Desk.

Incomplete applications will not be accepted and will be returned. Please refer to the development application checklist above. Within a few days of being lodged, correspondence will be sent to the applicant acknowledging receipt of the application and indicating the officer dealing with the application.

3. Consultation

Public consultation based on a preliminary assessment may be undertaken for a minimum period of 14 days (see the City's *Local Planning Policy 1.3 Public Notification of Planning Approvals* for more details). The application may also be referred to external bodies such as the Fremantle Port Authority, Main Roads, the Department of Planning, Lands and Heritage, etc. for comment, where relevant.

Buildings with a proposed height of 11.0m or more in any zone other than Residential or Industrial zones are required to be referred to the DAC in accordance with *Local Planning Policy 1.9 Design Advisory Committee and Principles of Design*. The applicant will be notified when the application will be presented to the DAC and will have the opportunity to address and respond to questions from the DAC. The DAC also strongly encourages the client to attend the meeting as well as the applicant. The DAC will then provide formal written advice that will form part of the planning officer's report to the Council/Development Assessment Panel.

4. Detailed assessment

Development applications will be assessed against the relevant statutory instruments including the provisions of the City's *Local Planning Scheme No. 4*, related town planning policies and the *Residential Design Codes* (where applicable). A summary of any submissions received during the public consultation process and/or variations will be provided to the applicant in detail with the option to:

- a) Proceed with the application as submitted (in which case detailed justification for the proposed variations would be required); or
- b) Submit modified plans.

Where an objection has been received on valid planning grounds and the plans are not amended or unable to be conditioned to comply, the application is generally referred to the Planning Committee or Council for a decision.

5. Planning officer's report and determination

The Planning Officer will prepare a report making a recommendation for approval or refusal. Development applications may be determined via one of two decision-making processes:

- c) Delegation (in-house), or
- d) Planning Committee or Council.

In the instance where an application is determined by either the Planning Committee or Council, the applicant and any submitters will be invited to attend the meeting and make a statement/ask a question in relation to the application.

6. Notification of decision

The applicant and any submitters will be advised of the final decision in writing.

Retrospective development

In accordance with *Local Planning Policy 1.5 – Planning Compliance*, a \$500 infringement is likely to be issued for retrospective development. This is in addition to the retrospective fee.

City of Fremantle

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