

Information required for development applications

ESSENTIAL INFORMATION

Applications submitted without all of the following items will not be accepted and will be returned. A planning officer is available by appointment to assist you with submitting your application. (N/A for •Extension, •Section 40).

Office Appl.

- i) A completed application form signed by all landowners. 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) Permission is granted for the City to provide the information and plans for public viewing in connection with the application. Please note the City will not accept an application that has NO ticked. (see under applicant details)
- iv) A non-refundable fee - refer to attached fee schedule(pg9)
- v) Plans and information as detailed below for specific application types;
- vi) Variation justification – identification and justification regarding the exercise of discretion or reliance on discretionary / design principle criteria of *Local Planning Scheme No. 4*, the *Residential Design Codes (WA)*, and the City of Fremantle local planning policies ; and
- vii) Appendix A

2. Proposed developments

Developments including, but not limited to, new developments, additions and alterations, Retrospective works in all zones

- 2.1 All information** – as listed in the essential information box including:
- 2.2 Two sets of plans total** – a ‘set’ consists of all plans in the box below.
 - one set to scale of 1:100 or 1:200; or on USB
 - one set at either A3 or A4 size (doesn’t have to be to scale).
 - a) **Site plan** – including scale 1:100 or 1:200, all dimensions of proposed work including boundary setbacks, north point and street lot numbers, all structures to be removed, existing ground levels.

(Where applicable) existing and proposed means of access for pedestrians and vehicles to and from site, verge infrastructure eg streets trees, crossovers, power poles, bus shelters etc, existing and proposed finished floor levels and existing ground levels, contours, spot levels and datum point, existing and proposed use of all portions of the buildings or site and all existing structures, all proposed structures, and location and dimension of all car parking bays and 3D streetscape perspective drawings of the proposed development.
 - b) **Floor plan** – including scale 1:100 or 1:200, showing all dimensions and area to be used as part of proposed use/s.
 - c) **Elevation plans** – showing existing natural ground level and including all dimensions.

Where applicable additional information

- 2.3 Vehicle loading bays** – 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 means of access to and from those areas.
- 2.4 Landscaping plan** – landscaping plan of the site including scale 1:100 or 1:200 and all dimensions, identifying species and locations, including which trees or other vegetation are proposed to be retained, relocated or removed, including verge trees
- 2.5 Streetscape perspective**
- 2.6 Overshadowing diagram**
- 2.7 Photo montage**
- 2.8 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 including:
- 3.2 Two sets of plans total** – at either A4 or A3 size (a 'set' consists of all plans in the box below.)
 - a) **Site plan/aerial** – including proposed signage location/s, north point, street and lot numbers.
 - b) **Elevation plans** – including signage location/s, dimensions, proposed colours, height from ground level, signage details (wording), and any illumination.
- 3.3 Additional information for advertisements/signage form** – signed and completed by applicant **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 (demolition only)

- 4.1 All information** – as listed in the essential information box including:
- 4.2 Two sets of plans total** – at either A4 or A3 size (a 'set' consists of all plans in the box below, not required to be to scale).
 - a) **Site plan/aerial** – proposed structures to be demolished including dimensions, north point, street and lot numbers,

5. Residential Home occupation or Home business

- 5.1 All information** – as listed in the essential information box including:
- 5.2 Two sets of plans total** – a 'set' consists of all plans in the box below.
 - one set to scale of 1:100 or 1:200; or on USB
 - one set at either A3 or A4 size (doesn't have to be to scale).
 - a) **Site plan** – including scale 1:100 or 1:200, all dimensions, north point, onsite parking bays, vehicle access points to site
 - b) **Floor plan** – including scale 1:100 or 1:200, showing all dimensions and area to be used as part of proposed use/s.
- 5.3 Additional information** including a document outlining the following details of the business:
 - description of proposed business;
 - hours of operation;
 - number of employees;
 - visitation rate per week/day and other relevant information

6. Change of use

- 6.1 All information** – as listed in the essential information box: (if includes alterations then information from point 2 is required)
- 6.2 Two sets of plans total** – a ‘set’ consists of all plans in the box below.
- one set to scale of 1:100 or 1:200; or on USB
 - one set at either A3 or A4 size (doesn’t have to be to scale).
- a) **Site plan** – including scale 1:100 or 1:200, including all dimensions, north point, onsite parking bays, vehicle loading bays, bicycle racks and vehicle access points to site.
- b) **Floor plan** – including scale 1:100 or 1:200, showing all dimensions and area to be used as part of proposed use/s.
- 6.3 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;
 - shop-front treatments;
 - deliveries/visitation rate per week/day; and
 - all other relevant information.
- 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> (if applicable)

7. Change of use with alterations exceeding a value of \$92,000).

- 7.1 All information from point 2 & 6**
- 7.2 Non refundable fee based on cost of development.**

8. Variation application If planning approval has not expired

- 8.1 Two sets of plans total** – a ‘set’ consists of all plans in the box below.
 - one set to scale of 1:100 or 1:200; or on USB
 - one set at either A3 or A4 size (doesn’t have to be to scale).
 - a) **Site plan** – including scale 1:100 or 1:200, all dimensions of proposed work including boundary setbacks, north point and street lot numbers, all structures to be removed, existing ground levels.
 - b) **Floor plan** – including scale 1:100 or 1:200, showing all dimensions and area to be used as part of proposed use/s.
 - c) **Elevation plans** – showing existing natural ground level and including all dimensions.
- 8.2 Covering letter (application form not required)** – stating the following:
 - outlining reason for variation to approval;
 - property address details;
 - DA reference number; and
 - owner and applicant contact details including postal address.
- 8.3 Information from essential information on page 1**
 - iv) a non refundable fee;
 - vi) variation justification; and
 - vii) Appendix A.
 - State Planning Policy 3.7(if applicable)

9. Extension of term to planning approval

- 9.1 Covering letter – (application form not required)** stating the following:
 - outlining reason as to why the extension of term to approval is sought;
 - property address details;
 - DA reference number; and
 - owner and applicant contact details including postal address.
- iv) a non refundable fee.

10. Section 40 certificate

Liquor licence.

- 10.1 Section 40 application form**, - must be signed by owner/s
- 10.2 Management plan** – Details should also be provided outlining:
 - 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; and
 - The procedures in place to respond to complaints and protect the amenity of the area.'
- 10.3 Site plan** – including all dimensions, north point, street and lot numbers (one plan doesn't have to be to scale).
- 10.4 Floor plan** – area of building to be used as licenced premises (one plan doesn't have to be to scale).
- 10.5 Information from Essential Information on page 1:**
 - iv) a non refundable fee.

11. Re-Roof ONLY - No change to roof pitch and Solar Panels

- All information - as listed in the essential information box including:**
- Aerial photo indicating - House/building Street name & street number - 2 Copies
- Elevations photo printed on A4 showing front of house/building with roof - x 2 Copies
- Documentation stating materials e.g Tile to colorbond & no change to roof pitch.
- Provide the brochure of what solar panels are being used when submitting application.

OFFICE USE ONLY – accepting officer

Initials:

Date:

APPENDIX A

Justification for variations / discretions to:

- The City of Fremantle *Local Planning Scheme No. 4*;
- Relevant City of Fremantle local planning policies;
- Deemed-to-comply provisions of the *Residential Design Codes*.

The following documents can be found at www.fremantle.wa.gov.au/development/planning. The below list represents a list of the most common variations / discretions sought and is not exhaustive. It is the applicant's responsibility to comprehensively research all of the relevant standards applicable to the development. Appointments with duty planning officers can be arranged by calling 9432 9999.

DESIGN ELEMENT	COMPLIES	
	YES	NO*
1. Parking <i>LPS4</i> – clause 4.7.2	<input type="checkbox"/>	<input type="checkbox"/>
2. Height <i>LPS4</i> – Schedule 8	<input type="checkbox"/>	<input type="checkbox"/>
3. Context <i>R-Codes</i> clause 5.1 (Site area; street setback; lot boundary setback; open space; communal open space; and building height)	<input type="checkbox"/>	<input type="checkbox"/>
4. Streetscape <i>R-Codes</i> clause 5.2 and planning policy – LPP2.9 (Setback of garages and carports; garage width; street surveillance; street walls and fences; sight lines; and appearance of retained dwelling)	<input type="checkbox"/>	<input type="checkbox"/>
5. Site planning and design <i>R-Codes</i> clause 5.3 (Outdoor living areas; landscaping; parking; design of car parking spaces; vehicular access; pedestrian access; site works; retaining walls; and stormwater management)	<input type="checkbox"/>	<input type="checkbox"/>
6. Building design <i>R-Codes</i> clause 5.4 (Visual privacy; solar access for adjoining sites; outbuildings; external fixtures; and utilities and facilities)	<input type="checkbox"/>	<input type="checkbox"/>
7. Special purpose dwellings <i>R-Codes</i> clause 5.5 (Ancillary dwelling; aged or dependant persons' dwellings; and single bedroom dwellings)	<input type="checkbox"/>	<input type="checkbox"/>
8. Fencing (planning policy – LPP 2.8)	<input type="checkbox"/>	<input type="checkbox"/>
9. Sustainability (planning policy – LPP2.2, LPP2.13)	<input type="checkbox"/>	<input type="checkbox"/>
10. Boundary walls (planning policy – LPP2.4)	<input type="checkbox"/>	<input type="checkbox"/>
11. Local area planning policies (LPP3.5 – Beaconsfield; LPP3.7 – Hilton; LPP3.8 – O'Connor; and LPP3.9 – Samson)	<input type="checkbox"/>	<input type="checkbox"/>

*If 'NO' Written justification **MUST** be submitted as part of application.

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 (including survey strata)

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	\$94.00 each
Section 40 amendments	\$65.00
Written planning advice	\$73.00
Local Planning Scheme 4 text (hard copy, text only)	\$49.00
Local Planning Scheme 4 text (CD) (includes text, map and FPS)	\$38.00
Local Planning Scheme 4 maps	\$18.40 (per A3 colour map) \$74.00 (per A1 colour map) \$87.00 (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

All applicants are strongly encouraged to discuss their development proposal in person with a Duty Planner prior to lodgement (appointments required). This may help to avoid delays in processing the application. Duty planners however will be unable to undertake a detailed assessment of plans prior to lodgement. Variations in addition to the general variations identified by a Planning Officer prior to lodgement could be found once the application is lodged and a detailed assessment has been undertaken.

For 'major developments' the City also encourages pre-lodgment 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 or discuss this matter during your Duty Planner appointment should you wish to present a 'major development' to the DAC for preliminary feedback.

2. Lodgement

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

3. Consultation

Public consultation based on a preliminary assessment may be undertaken for a 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 Heritage Council of WA, Fremantle Port Authority, Department of Planning, Main Roads etc for comment.

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 City's Design Advisory Committee ('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 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.

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 2 decision-making processes:

- a) Delegation (in-house); or
- b) Planning Services Committee or Council.

In the instance where an application is determined by either the Planning Services 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 \$500.00 infringement is likely to be issued for retrospective development. This is in addition to the retrospective fee.

Submission of amended plans

In general, only one set of amended plans will be accepted as part of any development application. Any additional sets of amended plans will require a new development application and associated fees to be lodged.

City of Fremantle

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