

# Development Application Guide

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

## REQUIREMENT FOR DEVELOPMENT APPROVAL

Development approval is required in accordance with Schedule 2, Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

The Regulations state that a person must not commence or carry out any works on, or use, land in the Scheme area unless development approval has been obtained or the development is exempt under clause 61 of the Regulations.

Common exemptions include internal building work and the erection or extension of a single house, ancillary dwelling, outbuilding, fence or patio on a lot if the Residential Design Codes apply and the development satisfies the deemed-to-comply requirements.

Notwithstanding the above exemptions, certain development will always require approval, such as development on land designated as a bushfire prone area or entered in a register of heritage places. If unsure whether development approval is required, please contact the City for further information.

## DEVELOPMENT APPROVAL PROCESS

The statutory timeframe for development applications is 60 to 90 days dependant on whether an application requires advertising or consultation with other authorities.

Should issues be identified during the process, the assessing officer will contact the nominated applicant for further information. Determinations will be issued electronically via email or the Objective Connect service.

In addition to development approval, other approvals including (but not limited to) a building permit may also be required prior to commencing works or occupation.

## ACCOMPANYING INFORMATION FOR DEVELOPMENT APPLICATIONS

Applications for development approval shall include information outlined in Schedule 2, Part 8 of the Regulations, including (but not limited to) the following information:

1. A completed Application for Development Approval form signed by all landowners.\*
2. Copy of the Certificate of Title.
3. The appropriate development application fee.
4. Supporting cover letter/report detailing the proposed works and/or land use.
5. Scale plans detailing the following information as appropriate:
  - (a) Site Survey — detailing the site and adjoining verge, including lot boundaries, existing development, ground and floor levels, vehicle access and parking, vegetation, infrastructure, easements and service connection points.
  - (b) Site Plan — detailing the site and adjoining verge, including address, north point, lot boundaries and setbacks, development (proposed and to be retained), existing and proposed ground and floor levels, vehicle access and parking, vegetation, infrastructure, and overshadowing diagram.
  - (c) Floor Plans — detailing all floors, including lot boundaries and setbacks, uses, finished floor levels, opening types and location.
  - (d) Elevations — detailing all elevations, including existing and proposed ground levels at the lot boundary, floor levels, ceiling heights, and proposed external finishes.
  - (e) Landscaping Plan — required for new development (excluding single houses) and significant alterations/additions.

\*An ASIC search is required to be provided if the owner of the land is a company.

## LODGING A DEVELOPMENT APPLICATION

The City requires all development applications to be lodged electronically. Applications may be lodged via one of the following means:

Civic Centre — 61 Broun Avenue, Morley

(CD or USB flash drive)

Mail — PO Box 467, Morley WA 6943

(CD or USB flash drive)

Email — [mail@bayswater.wa.gov.au](mailto:mail@bayswater.wa.gov.au)

(entire application via single email, max 20MB)

Applications lodged with links to download files from external sources will not be accepted. (i.e. Dropbox, Microsoft OneDrive, etc.)

Lodgement of development applications is planned to transition to online lodgement through the City's website at a future date, and will replace the above methods once available.

Development applications will not be accepted unless lodgements include all required information (as detailed in the Development Application Guide, appropriately formatted and named) and the development application fee has been paid.

The City's Officers will be able to assist should there be any difficulties in lodging an application electronically.

## PAYMENT OF FEES

When lodging a development application, the payment options available depend on the method of lodgement, summarised below:

Civic Centre

Payments may be made by cash, cheque or credit card (MasterCard and VISA only).

Mail

Payments may be made by cheque or credit card advice form.

Email

Payments may be made by an attached credit card advice form.

## FILE FORMAT REQUIREMENTS

All required information shall be provided in Portable Document Format (.pdf). Security settings such as passwords and editing restrictions shall not be applied, and files shall not be archived.

Development plans shall be compiled as a single file, however all other documents shall be provided as separate files appropriately named.

## FILE NAME REQUIREMENTS

Files submitted shall be named in accordance with the following convention and examples:

Convention

Application Type - File Name - Property Address

Examples

- DA - Application Form - 61 Broun Avenue, Morley
- DA - Certificate of Title - 61 Broun Avenue, Morley
- DA - Cover Letter - 61 Broun Avenue, Morley
- DA - Planning Report - 61 Broun Avenue, Morley
- DA - Development Plans - 61 Broun Avenue, Morley
- DA - Traffic Impact Assessment - 61 Broun Avenue, Morley

## FURTHER INFORMATION

Application forms and fees are available on the City's website. Should you require any further information please contact Development Approvals.

**Phone:** (08) 9272 0622

**Email:** [mail@bayswater.wa.gov.au](mailto:mail@bayswater.wa.gov.au)

**Website:** [bayswater.wa.gov.au](http://bayswater.wa.gov.au)