



Development Approvals Minor Development Applications

A development application (DA) is a formal request to undertake a proposed development or to change the use of a site from one activity or land use to another. Minor Development includes adding to or altering existing buildings, demolishing a building or portions of a building, erecting signs or any structures, changing the levels of a site by excavating or filling and changing the use of any part of a building.

This guide sets out the City of Perth's (the City's) application requirements for minor developments in the city.

In the case of registered or listed heritage places or places in conservation areas, minor development includes any works to the place or involves an irreversible alteration to the fabric of the place, or are likely to change the character of the place.

Pre-lodgement

Before you submit a proposal for a minor development, you need to refer to the City of Perth City Planning Scheme No. 2 provisions and requirements including the relevant design guidelines and planning policies. The site might also be affected by a minor town planning scheme or a Special Control Area. If the site is located in formal Subiaco or Nedlands areas and now incorporated into the City you need to refer to the Subiaco Town Planning Scheme No.4 or the Nedlands Town Planning Scheme No.2 and the relevant policies. To view the relevant documents go to:

www.perth.wa.gov.au/planning-policies, or www.perth.wa.gov.au/planning-development/planning-schemes-and-policies/planning-policies

It is recommended that your development proposal be discussed with the City's Planning Officers prior to lodging an application. This allows any planning issues to be identified before you lodge the application and allows the application to be processed quicker.

Additional Approvals

It might also be necessary to address the requirements of relevant State Government environmental or planning legislation and policies as part of your application. Your proposal may require approval from, or referral to, other government agencies such as the:

- Heritage Council of Western Australia;
- Department of Planning /Western Australian Planning Commission; and
- Department of Parks and Wildlife.

The City can help you to identify the relevant agencies, however, it is your responsibility to identify which approvals or referrals are required before lodging your application.

Application Format

All applications need to be submitted in both digital and hard copy formats as detailed below.

Hard Copies

Each application is to be accompanied by two sets of the plans, drawings, and any other documentation required by the City.

Digital Information

All applications are to be submitted in a digital format on a CD-ROM/ DVD ROM (JPEG for images and Adobe PDF for plans). This includes a copy of all forms, plans, illustrations and supporting documentation.

Revised or updated information supplied after the original application is lodged must also be provided in both hard copy and digital formats.

In most instances a 3D digital model will not be required. However, it is advisable to contact a planning officer to discuss the scope of works being proposed.

Development Application Requirements

To help ensure that a detailed assessment is made in a timely manner, you should ensure that the application forms, all plans and supporting documents are submitted at the time of lodging an application. If an application is incomplete then it is not valid and will not be processed until all the required information has been submitted.

The specific requirements for each application will vary with the nature of the proposal and location. The following information is required to be submitted for all minor developments.

To view these policies go to: www.perth.wa.gov.au/planning-policies

Application for Development Approval

Two forms are required the first under the Local Planning Scheme and the second under the Metropolitan Region Scheme (MRS Form 1).

Completing the Application Forms

The forms are legal documents and should not contain misleading or false information. Particular attention should be taken when obtaining the owners signatures. Please ensure that:

- the forms are to be signed by an owner who is:
 - a) If the land is freehold land –
 - (i) a person whose name is registered as a proprietor of the land;
 - (ii) the State, if registered as a proprietor of the land;
 - (iii) a person who holds an interest as purchaser under a contract to purchase an estate in fee simple in the land;
 - (iv) a person who is the holder of a freehold interest in land vested in an executor or administrator under the Administration Act 1903 section 8;
- the forms include the name and signature of each of the owners of the land on which the development is proposed.
- in the instances where a company (or companies) is the owner, a Director of each company signs the forms printing their full names and stating their position title.
- if signing the forms on behalf of the owner of the land a letter of authorisation must be provided (refer to attachment 1 sample letter).
- any proposal affecting common property areas in a strata titled development is signed by all strata owners or alternatively is signed by the secretary of a Body Corporate provided the Body

Corporate has the written authority to act as a representative agent on behalf of the individual strata owners. A copy of the agreement from the Body Corporate as well as a copy of the Body Corporate minutes must be attached to the application forms.

- for recently purchased or properties subject to sale, a copy of the transfer of sale or a letter from your solicitor or estate agent is required demonstrating the ownership is in the process of changing.

Development Application Checklist

A completed 'Development Application Checklist' must be signed and submitted by the applicant.

City of Perth Development Application Fee

In accordance with the Planning and Development (Fees) Regulations 2009, the City charges application fees based on the estimated value of works. The estimate of the proposed value of the development does not include GST. Refer to Attachment 2 for the current adopted schedule of fees.

If the development has commenced or been carried out prior to submitting an application, an additional amount by the way of penalty is charged.

Certificate of Title

A current copy of the Certificate of Title (no older than 6 months old from date of lodgement) must be submitted with the application in order to provide evidence of ownership, to confirm the details and dimensions of the lot/s and to indicate if there are any encumbrances on the title. This can be downloaded from www.landgate.wa.gov.au

Plans/ Drawings/ Photographs

Location Plan

This plan should include a north point and be drawn to a scale of at least 1:1000 and include the dimensions and area of the subject site is clearly identified in the context of its locality.

Additional Information for Minor External Alterations and/or Additions to Existing Building

Site Plan

A plan of the site, properly dimensioned and scaled (1:100 or 1:200), including the existing building footprint;

Design Plans and Elevations

Plans and elevation drawings showing the existing building and any buildings (or portions of buildings) to be demolished, which are to indicate the existing and new structures and specifically how the new development will impact on the existing architectural features, fenestration, doors, main materials, and decorative treatments.

Statement of Planning Compliance

The statement of planning compliance will refer to the relevant policy provisions and the R-Code where applicable. Details of the proposed materials, colours and finishes to be used in the construction of any additions or alterations are to be provided.

Plans are to include enough detail to demonstrate that universal access and facilities will be provided in accordance with the expectations of the Disability Discrimination Act 1992, and the Disability (Access to Premises – Buildings) Standards 2010 as appropriate.

Additional Information required for Change of Use Applications

Site Plan and Floor Plans

A site plan and floor plans, properly dimensioned and scaled (1:100 or 1:200), showing:

- how it is proposed to use the site and building/tenancy.
- the total floor area to be occupied by the proposed use(s).
- Any proposed changes to the site and/or buildings including parking layouts, landscaping and external alterations.

Plans are to include enough detail to demonstrate that universal access and facilities will be provided in accordance with the expectations of the Disability Discrimination Act 1992, and the Disability (Access to Premises – Buildings) Standards 2010 as appropriate.

Details of the design and location of any proposed new signage should also be provided.

Supporting documentation

A written submission on the proposal indicating the current approved use of the premises, the proposed use of the premises including:

- the hours of operation
- number of staff/ practitioners,
- type of liquor licence being sought (where appropriate)
- consideration of any potential adverse impacts of the proposed use on the amenity of the surrounding locality or adjacent uses
- details of the proposed servicing of the premises (deliveries or dispatches).
- any other details that would assist in the accurate assessment of the use.

If the use will require a licence under the Dangerous Goods Act, 1985 this should be indicated.

Additional Information Required for Applications for Minor Demolition Works

Site Plan and Floor Plans

A site plan and floor plans, properly dimensioned and scaled (1:100 or 1:200), depicting the existing building(s) and/or any structures (or portions of buildings and or structures) to be demolished;

Supporting documentation

A written submission on the proposal including details of the age and condition of the building(s) or part of the building to be demolished, a management plan dealing with screening, dust management etc.

Note : for places of cultural heritage value or for any building located within a designated Conservation Area under City Planning Scheme No. 2 a heritage impact assessment prepared by a qualified heritage consultant is required.

Additional Information Required for Sign Applications

Site Plan

A properly dimensioned and scaled site plan (1:100 or 1:200) including any building(s) on the site and showing the location of any existing signage and all proposed signs.

Design Plans and illustrations

Plans showing the dimensions, materials, colours and content of each proposed sign. Details on any proposed illuminated, animated or flashing signs (where applicable). Elevation drawings or a current photograph of the site and/or building with the proposed signage superimposed showing the sign in context (including adjoining buildings).

Supporting documentation

A written submission on the proposal addressing the proposal's compliance with the City's Planning Policy 4.6 'Signs'

Additional Information Required for Applications For Minor Earth Works (Excavation and Fill)

Examples of types of excavation proposals may be in relation to remediation works, removing contaminated soil from a site, and replace with compacted clean fill.

Site Plan

A site plan, properly dimensioned and scaled (1:100 or 1:200), showing any building(s) on the site, the outline of any buildings on the adjacent sites, and the extent of the area to be excavated and/or filled, including the proposed level of fill indicated in AHD.

Supporting documentation

A written submission on the proposal including geo-technical details together with management plans dealing how truck movements, dust, noise and removal of contaminants (such as acid sulphate soils) will be managed and controlled.

Enquiries

For further enquiries or to make an appointment with a Planning Officer, please contact the City's Development Approvals Unit on 9461 3352.

Attachment 1

Samples of letters of authorisation to sign an application on behalf of a registered landowner:

a) On behalf of one or more Landowners

To whom it may concern:

I/We the undersigned hereby authorise name of person signing form
to act on our behalf in all matters relating to the application for approval to commence
development at lot number and street address

Landowners lot / unit / tenancy number of proposed development	Landowners	Signature	Date

Authorised person's signature

b) On behalf of a Company (to be printed on company letterhead)

To whom it may concern:

As the Director/Owner of company name I hereby confirm that
name of person signing form, is authorised to sign the application form for the
proposed development at lot number and street address

Signature Name

Position / Title Date

Authorised person's signature (this must be the same signature on the application form)

Attachment 2

Current Application Fee Schedules

If the Development has commenced or been carried out, an additional amount by the way of penalty will be charged. This will be three times the amount of the maximum fee payable for determination of the application for the values listed below.

Fees and Charges	
Up to the value of \$50,000	\$147
\$50,001 - \$500,000	0.32%
\$500,001 - \$2,500,000	\$1,700 PLUS 0.257% for every \$1 over \$500,000
\$2,500,001 to \$5,000,000	\$7,161 PLUS 0.206% for every \$1 over \$2,500,000
\$5,000,001 to \$21,500,000	\$12,633 PLUS 0.123% for every \$1 over \$5,000,000
Over \$21,500,001	\$34,196
Minor amendment	\$147
Change of use	\$295

Current as of 1st July 2013

Item	Application fee
1. A DAP application (Form 1) where the estimated cost of the development is –	
(a) not less than \$2 million and less than \$7 million:	\$5,603
(b) not less than \$7 million and less than \$10 million:	\$8,650
(c) not less than \$10 million and less than \$12.5 million:	\$9,411
(d) not less than \$12.5 million and less than \$15 million:	\$9,680
(e) not less than \$15 million and less than \$17.5 million:	\$9,948
(f) not less than \$17.5 million and less than \$20 million:	\$10,218
(g) \$20 million or more:	\$10,486
2. An application under regulation 17 (Form 2):	\$241

Effective as of 1 July 2018. Please refer to the Western Australian Planning Commission website for current fees: www.planning.wa.gov.au