

## ESSENTIAL INFORMATION FOR ALL APPLICATIONS

- **Electronic lodgement** of planning applications is **preferred**. This can be done via email to [mail@cambridge.wa.gov.au](mailto:mail@cambridge.wa.gov.au). Please note that if attachments exceed 40mb, a Dropbox link is required. Once the Town has received your application, you will receive an automated response from the Town's Records department. If you do not receive an automated response, the Town may not have received your application.
- If the Town receives an incomplete application, you will receive notification (via email) advising what is required. Once a complete application is formally accepted by the Town, you will receive an invoice, which can be paid online (payment can also be made over the phone, by calling the Town's Planning Admin on 9347 6000). Please note that if payment is not received within 7 days of the Tax Invoice Date, your application will be cancelled.
- **Historic 1975 Contours** must be shown on all plans and elevations in accordance with *Local Planning Policy 3.24 – Determining Natural Ground Levels*.

The Historic 1975 Contours can be shown on the Town's Intramaps, which can be opened at <https://www.cambridge.wa.gov.au/Planning-Building/View-online-maps>.

- All levels are required to be in **Australian Height Datum (AHD)**.
- Development applications proposing to amend a previous development approval shall clearly show what is being applied for (i.e. clouded, highlighted, and/or annotated etc).
- Developments applications proposing 2 storeys or greater (including 2<sup>nd</sup> storey additions) require a 3d model to be submitted with the application - refer to the 3D model guidelines on the Town's website for further information.

APPLICANT	
<input type="checkbox"/>	i) Application for Development Approval Form <b>AND</b> MRS Form 1 completed and signed by <b>ALL</b> owners of the land (this includes the Strata Manager as the owner where applicable.)
<input type="checkbox"/>	ii) Planning Application Fee (refer to Schedule of Planning fees and charges.) <i>*If the Town refers the application to a specialist for technical advice to assist with its assessment the applicant will be billed for the cost*</i>
<input type="checkbox"/>	iii) Certificate of Title <b>AND</b> Lot Diagram of Survey showing all boundaries, easements covenants on the land (issued within the last 6 months.)
<input type="checkbox"/>	iv) Cover Letter - describing the proposed development and any justification for variations to the relevant planning regulations.
<input type="checkbox"/>	v) Original site survey plan that does not include any proposed development information.
<input type="checkbox"/>	vi) If an existing tree is located in the verge adjacent to the development site, the applicant shall provide written confirmation from the Town's Parks & Natural Environment Business Unit that it supports the proposed development.
<b>In addition to the above, please also refer to the sections on the following pages of this checklist.</b>	

## PART I. PROPOSED DEVELOPMENTS

All development applications require the following information to be submitted.

APPLICANT	
<input type="checkbox"/>	<p>a) One (1) set to scale of 1:100 or 1:200  <b>If the cost of the proposed development exceeds \$50,000, the plans <u>must</u> be digitally drawn (i.e. hand drawn plans will not be accepted).</b>            A 'set' of plans consists of proposed and existing (on separate sheets) of the following:</p>
<input type="checkbox"/>	<p>b) Site plan (all relevant dimensions)</p> <ul style="list-style-type: none"> <li>• Street and lot number and street/road name;</li> <li>• North Point;</li> <li>• Existing and proposed buildings;</li> <li>• Existing and proposed uses;</li> <li>• Natural ground level (refer to the important notes section on page 1 of this checklist) and proposed ground and finish floor levels (AHD);</li> <li>• All property boundaries and lot dimensions;</li> <li>• Setbacks to all boundaries;</li> <li>• Details and Location of any fencing;</li> <li>• Location, layout and dimension of any car parking areas;</li> <li>• Outline of all existing buildings/structures on adjoining properties, including major opening and outdoor living areas;</li> <li>• Street verge including – street verge trees, power poles, drainage pits, manholes, crossover, footpaths and any other obstructions. As well as any proposed changes to these things; and</li> <li>• Location of any easements.</li> </ul>
<input type="checkbox"/>	<p>c) Elevation plans (showing all relevant dimensions)</p> <ul style="list-style-type: none"> <li>• All applicable elevations are to be submitted with description /heading (i.e direction) of each elevation;</li> <li>• Existing/natural and proposed ground and finish floor levels (AHD). <b>To show the existing natural ground levels vertically below the proposed building where the height measurement is being taken from</b> (refer to the important notes section on page 1 of this checklist);</li> <li>• Existing and or proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems);</li> <li>• Overall height dimensions to be shown from existing/natural ground level to ridge (refer to the important notes section on page 1 of this checklist); and</li> <li>• Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof eg. Plate height (refer to the important notes section on page 1 of this checklist.)</li> </ul>
<input type="checkbox"/>	<p>d) Floor plan (showing all relevant dimensions)</p> <ul style="list-style-type: none"> <li>• A plan of every storey with floor levels (AHD);</li> <li>• Internal Layout showing doors / windows etc and room names;</li> <li>• Roof/eaves lines;</li> <li>• Total floor area in square metres; and</li> <li>• Lot boundary and setbacks to all boundaries on all sides.</li> </ul>
<input type="checkbox"/>	<p>e) Bushfire Attack Level (BAL) Assessment (if necessary.)</p>
<input type="checkbox"/>	<p>f) Heritage Impact Assessment (if necessary, refer to Council's Development on Heritage Places Local Planning Policy.)</p>
<input type="checkbox"/>	<p>g) Written justification of how the development addresses the applicable design principles.</p>
<input type="checkbox"/>	<p>h) 3d model if required in accordance with the 3d model submission guidelines.</p>

## PART 2. RESIDENTIAL DEVELOPMENTS

Development concerned with residential land, including new buildings and alterations and additions.

APPLICANT	
<input type="checkbox"/>	2.1. All information as listed in Part I – Proposed Developments
<input type="checkbox"/>	2.2. Streetscape Perspective if any variation(s) is proposed which will be visible from the street – plan showing proposed building/development and the two adjoining buildings either side of the development site. If the development site is a corner lot then the perspective should include the lot on the opposite street corner (same side of the road.)
<input type="checkbox"/>	2.3. Materials and Finishes – Information outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems). Where applicable, to comply with Local Law 43. The elevations are to show the proposed roof materials and colours.
<input type="checkbox"/>	2.4. Overshadow Diagram – diagram showing extent of overshadowing on adjoining properties, expressed in percentages and square metres.
<input type="checkbox"/>	2.5. Open Space Calculations – expressed in percentages and square metres.
<input type="checkbox"/>	2.6. Landscaping details in accordance with <i>Local Planning Policy 3.1 – Streetscape</i> and the Residential Design Codes. The plans shall show the extent of landscaping within the primary street front setback area and, in accordance with the Residential Design Codes, the location and the quantity of trees to be provided on site.

## PART 3. COMMERCIAL/MIXED USE DEVELOPMENTS

Development concerned with commercial and mixed use land, including multiple dwelling, mixed use development applications and Development Assessment Panel applications.

APPLICANT	
<input type="checkbox"/>	3.1. All information as listed in Part I – Proposed Developments.
<input type="checkbox"/>	3.2. Streetscape Perspective – plan showing proposed building/development and the two adjoining buildings either side of the development site. If the development site is a corner lot then the perspective should include the lot on the opposite street corner (same side of the road.)
<input type="checkbox"/>	3.3. Land use detail (for commercial development) - Information outlining the type of land uses proposed within the development, hours of operation, number of employees on site at any one time, signage detail, (if applicable) whether clients/patients will visit the property by prior appointment only, etc.
<input type="checkbox"/>	3.4. Car Parking and Bicycle Parking - number of car (including disabled), (un)loading and bicycle bays proposed and their location, number of car and bicycle bays required and any end-of-trip facilities.
<input type="checkbox"/>	3.5. Landscaping Plan - percentage of area to be landscaped and the type, location and quantities of landscaping proposed.
<input type="checkbox"/>	3.6. Traffic Impact Statement/Assessment (as required by the Town.)
<input type="checkbox"/>	3.7. Materials and Finishes – Information outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (eg. Air conditioning units, hot water systems, solar panels, etc.)
<input type="checkbox"/>	3.8. Plot Ratio Calculation.
<input type="checkbox"/>	3.9. Acoustic report / noise management plan (as required by the Town.)
<input type="checkbox"/>	3.10. Details on how the development satisfies the 'Acceptable Outcomes' or 'performance solutions' of (where applicable) State Planning Policy 7.3 - Residential Design Codes Volume 1 or 2 (whichever is applicable.)

<b>PART 4. CHANGE OF USE</b>	
APPLICANT	
<input type="checkbox"/>	4.1. All information as listed in Part I – Proposed Developments.
<input type="checkbox"/>	4.2. Use or Business Information – a document outlining the following details of the business: <ul style="list-style-type: none"> <li>• management plan;</li> <li>• description of proposed business;</li> <li>• hours of operation;</li> <li>• floor area per use/s;</li> <li>• number of employees;</li> <li>• onsite parking provision;</li> <li>• toilet facilities;</li> <li>• internal fit out details;</li> <li>• structural changes;</li> <li>• signage details;</li> <li>• shop-front treatments;</li> <li>• deliveries/visitation rate per week/day; and</li> <li>• all other relevant information.</li> </ul>
<input type="checkbox"/>	4.3. For any change of use proposals that include ‘betting agency’ as defined in the Planning and Development (Local Planning Schemes) Regulations 2015, the sale or provision of smoking or vaping products, or sexual services of any nature, a Social Impact Assessment is required to be provided with the development application.

<b>PART 5. HOME OCCUPATION APPLICATION</b>	
APPLICANT	
<input type="checkbox"/>	5.1. Application for Development Approval Form <u>AND</u> MRS Form I completed and signed by ALL owners of the land ALL information as listed in Part I – Proposed Developments.
<input type="checkbox"/>	5.2. A completed Home Occupation Details form.
<input type="checkbox"/>	5.3. Planning Application Fee (refer to Schedule of Planning fees and charges.)
<input type="checkbox"/>	5.4. Certificate of Title <u>AND</u> Lot Diagram of Survey showing all boundaries, easements covenants on the land (issued within the last 6 months.)
<input type="checkbox"/>	5.5. Two copies of a site plan and floor plan showing which areas are to be used in association with the home occupation, and where vehicles belonging to those residing at the property and to clients/customers are to park.

<b>PART 6. SIGNAGE APPLICATION</b>	
APPLICANT	
<input type="checkbox"/>	6.1. All relevant information as listed in Part I – Proposed Developments except for the BAL Assessment.
<input type="checkbox"/>	6.2. Signage Details – photos and drawings of current and proposed signage, dimensions, colours, illumination nature/hours
<input type="checkbox"/>	6.3. A completed Signage Details form.

<b>PART 7. Short Term Accommodation</b>	
APPLICANT	
<input type="checkbox"/>	7.1. Management Plan that includes the following: <ul style="list-style-type: none"> <li>• details of if the Short Term Accommodation will be 'hosted' or 'unhosted'</li> <li>• 'Hosted' means a permanent resident will be at the property during guest stays</li> <li>• Booking procedure</li> <li>• Maximum number of guests at any one time</li> <li>• Guest rules</li> <li>• On-site parking availability</li> <li>• Complaints Management Procedure</li> </ul>

<b>PART 8. COMMERCIAL VEHICLE PARKING APPLICATION</b>	
APPLICANT	
<input type="checkbox"/>	8.1. All relevant information as listed in Part 1 – Proposed Developments except for the BAL Assessment, and also for the floor plan and elevations (unless a new building is proposed as part of the same application).
<input type="checkbox"/>	8.2. Commercial Vehicle Details – photos of the commercial vehicle and the proposed location the vehicle is to be parked on site.
<input type="checkbox"/>	8.3. A completed Commercial Vehicle Details form.

<b>PART 9. DEMOLITION/PARTIAL DEMOLITION OF COMMERCIAL/INDUSTRIAL/STATE HERITAGE LISTED PLACE(S)</b>	
APPLICANT	
<input type="checkbox"/>	9.1. Floor Plan and Site Plan - For proposals including partial demolition clearly show areas to be demolished on site plan.
<input type="checkbox"/>	9.2. Photographs – of all four external elevations of the existing place(s) where possible.
<input type="checkbox"/>	9.3. Independent Heritage Assessment – Independent Structural Condition Report (if a heritage place refers to Council's Development on Heritage Places local planning policy.)

<b>APPLICANT DETAILS</b>	
Applicant Full Name	
Applicant Signature	
Date	

\* The Town takes no responsibility for delays associated with incomplete applications. If applications are received incomplete the applicant will be contacted and given up to 5 business days in which to provide any outstanding information, if this is not received in that time frame the application will be returned to the applicant as incomplete and will not be processed by the Town of Cambridge.

\* It should be noted that further information may be required as a result of the Town's assessment and/or concerns being received during any advertising undertaken and/or as a consequence of comments being received from a government agency/department. Each version of the site plan, floor plan(s) and elevations shall include an updated submission reference in the following format - Revision #; Plan #; Date (DD/MM/YY).

\* If the development application is required to be advertised as part of the assessment process it shall be done so in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 64(5).

\* Please note that the information and plans provided with this development application will be made available on the Town's website if required to be advertised for comment.