

Deemed to Comply Check Information Sheet

Grouped Dwellings

What is a Deemed to Comply (DTC) Check?

A 'deemed-to-comply' check allows landowners and/or applicants who are intending to either build up to two grouped dwellings on a parent lot or extend and/or renovate an existing grouped dwelling to seek advice from their local government as to whether development approval is required for what they are proposing.

The City's Local Planning Policy 6.15 Exemption from Requiring Development Approval exempts up to two grouped dwellings on a parent lot and/or additions, extensions and renovations to an existing grouped dwelling, provided they meet the deemed-to-comply criteria of the R-Codes and any relevant local planning policy.

The intent of this check is to provide applicants with confidence that their proposal can proceed straight to a building permit.

A Deemed to Comply Check can be lodged for:

- Deemed to Comply Check for Minor Works to a Grouped Dwelling (\$73.00):
 - Patio
 - Front Fence
 - Outbuilding
 - Site Works/Retaining Walls
 - Carport
- Deemed to Comply Check for Works to a Grouped Dwelling (\$295.00):
 - Garages
 - Any extension/addition to a Grouped Dwelling
 - Erection of up to two Grouped Dwellings

What does a Deemed to Comply Check do?

The advice will state either that:

- The proposal is exempt from development approval and the proposal can proceed straight to a building permit, or
- The proposal is not exempt from development approval, including a brief outline of where and how the proposal does not meet the deemed-to-comply criteria of the R-Codes and any relevant local planning policy.

How long does a Deemed to Comply Check take?

An administration check will be carried out upon receipt of the application form. You may be asked to provide more information before the application is accepted and lodged.

Once the application is accepted and lodged, advice of the outcome will be provided within 14 calendar days.

After I receive advice from the City can I submit additional plans?

Yes, you can submit new plans for consideration to the City via a new Deemed to Comply application. A new application fee (\$73 or \$295) will be applicable for every application submitted to the City.

I received an advice form the City that my plans are exempt what do I do next?

Customers who receive advice that their plans do not require development approval, can proceed to submitting a Building Permit for the works.

It is required that you include your Deemed-to-Comply check confirmation letter and plans with your Building Permit to speed up the assessment of the Permit.

What Happens next if my proposal is not exempted?

If your proposal is not exempt, the following options are available:

- You may apply for development application
- You may amend your plans to address the areas of non-compliance and submit another Deemed to Comply Check Application
- You may amend your plans to address the areas of non-compliance and apply for a building permit. Please note that if you choose this option, an area of non-compliance that was not addressed fully may be identified through the building permit process and you will be requested to apply for a development application.

What documents do I need to submit a Deemed to Comply Grouped Dwelling Check Application?

Please provide the following documents in the application of Deemed to Comply – Grouped Dwelling check:

- Deemed to Comply – Grouped Dwelling Check Application Form (included below)
- A site plan or plans showing the following:
 - Location of the site including street names, lot numbers, north point and site dimensions
 - Existing and proposed ground levels of the site Location, height and type of all existing structures and environmental features
 - Structures and environmental features proposed to be removed
 - Existing and proposed means of pedestrian and vehicle access for the site
 - The location, number, dimensions and layout of all car parking spaces
 - The nature and extent of any open space and landscaping proposed for the site



- Floor plans and elevations of any building proposed to be erected or altered, and any building that is intended to be retained
- Pre-calculation plan - a diagram of indicative lot boundaries and sizes, including any common property.

How to lodge a Deemed to Comply Grouped Dwelling Check Application?

The Deemed to Comply Check application can be via one of the below options:

- eLodgement services on the City of Stirling website Lodge an application, lodge it as a Development Application category and put the description as DEEMED TO COMPLY check;
- In Person at the City's Administration Centre at 25 Cedric Street, Stirling;
- or a hard copy via post/courier.

Application for Advice

Development approval exemptions for Grouped Dwellings

Local Planning Policy 6.15 –
Exemptions from Development
Approval

Type of Application

- Deemed to Comply Check for Minor Works - \$73.
- Patio Outbuilding Site Works/Retaining Walls
 Front Fence Carport
- Deemed to Comply Check for Major Works - \$295
- Garage Extension/Addition One Grouped Dwelling
 Two Grouped Dwellings

Property Details (Proposed Development Address)

House/Street No:	
Street name:	
Suburb:	
Lot No:	
Location No:	
Diagram or Plan No:	
Certificate of Title Vol. No:	
Folio:	
Title encumbrances (e.g. easements, restrictive covenants):	

Owner Details

Name		Phone No:
Company Name (if applicable)		
Postal Address		Postcode:
Email Address		
Signature		Date:
Signature		Date:

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 clause 62(2).

Applicant Details

Name		Phone No:
Company Name (if applicable)		
Postal Address		Postcode:
Email Address		
Contact Person for correspondence		Phone No:
Signature		Date:

Required Information and Documentation

<input type="checkbox"/>	<p>A site plan or plans showing the following:</p> <ul style="list-style-type: none"> • Location of the site including street names, lot numbers, north point and site dimensions • Existing and proposed ground levels of the site Location, height and type of all existing structures and environmental features • Structures and environmental features proposed to be removed • Existing and proposed means of pedestrian and vehicle access for the site • The location, number, dimensions and layout of all car parking spaces • The nature and extent of any open space and landscaping proposed for the site
<input type="checkbox"/>	<p>Floor plans and elevations of any building proposed to be erected or altered, and any building that is intended to be retained</p>
<input type="checkbox"/>	<p>Pre-calculation plan - a diagram of indicative lot boundaries and sizes, including any common property.</p>