

Development Assessment Panel (DAP) – Application Lodgement

Property Address:			
Documentation	Required information	Provided	Not Provided
Application Form	Completed DAP application form (all landowner details)		
Application Form	Completed City of Stirling (COS) LPS3 application form (all landowner details)		
Application Form	Completed MRS Form 1 (all landowner details)		
Application Fee	DAP and COS fee (to be checked by the City)		
Documentation	1 hard copy of the completed submission, including the plans (printed to scale) and all supporting documentation		
Documentation	1 electronic copy of the complete submission (CD or USB only). <u>NOTE: Drop box links or large file transfer links are not accepted.</u>		
Documentation	1 hard copy of a reduced version of the plans at A3 (not to scale)		
Documentation	A Site Feature Survey, endorsed by licensed land surveyor		
Documentation	A copy of the current Certificate of Title and relevant Plan (Diagram)		
Development details	A summary document that provides the key details of the development proposal, which will include, but is not limited to, the following information: <ul style="list-style-type: none"> – plot ratio and/or floor area/s of the development. – number, mix, size and accessibility of apartments (if applicable). – number of car parking spaces for proposed and existing use/s (residential, retail, accessible, visitor etc.). – percentage of apartments meeting cross ventilation and daylight requirements. – hours of operation, number of staff, approximate numbers of customers/visitors (if applicable). 		
Design statements	An explanation of how the design relates to the 10 Design Principles in <i>State Planning Policy 7.0 - Design of the Built Environment</i> . An explanation of how the proposed development achieves the relevant objectives of this policy in A6 Objectives summary. For adaptive reuse projects which affect heritage places, provide a Heritage Impact Statement prepared in accordance with the State Heritage Council's Heritage Impact Statement Guide available at www.stateheritage.wa.gov.au (for state registered places) or the relevant local government guidelines (for other places).		
Site plan	A Site Plan, to scale, showing: <ul style="list-style-type: none"> – any proposed site amalgamation or subdivision, with pre- calculation plan and lot details. – location of any proposed buildings or works in relation to setbacks, building envelope controls and building separation dimensions. – proposed finished levels of the land in relation to existing and proposed buildings and roads. – proposed pedestrian and vehicular site entries and accessways. – proposed design levels of car parking areas, driveways, and crossovers. – interface of the ground floor plan with the public domain and – proposed open spaces within the site. – proposed areas of communal open space and private open space. – proposed indicative locations of planting and deep soil areas including retained or proposed significant trees. – proposed overshadowing over neighbouring sites. – proposed location of adjacent solar collectors. – all existing verge infrastructure. – all existing and proposed top of wall levels for retaining walls. 		

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Landscaping plan/s	<p>A landscaping plan, to scale, showing:</p> <ul style="list-style-type: none"> - the building footprint of the proposal including pedestrian, vehicle and service accessways. - existing trees to be removed shown dotted. - existing trees to remain with their tree protection areas (relative to the proposed development) shown dashed. - proposed deep soil areas and associated tree planting. - proposed areas of planting on structure and soil depth. - proposed planting including species, size and density. - details of proposed public space, communal open space and private open space. - proposed external ramps, stairs and retaining wall levels. - existing and proposed top of wall levels for retaining walls. - proposed security features and access points. - proposed built landscape elements (fences, pergolas, walls, planters and water features). - proposed ground surface treatment with indicative materials and finishes. - proposed site lighting. - proposed stormwater management and irrigation concept design. 		
Floor plan/s	<p>Floor plan/s, to scale, showing:</p> <ul style="list-style-type: none"> - all levels of the proposed building, including a roof plan. - proposed layout of entries, circulation areas, lifts and stairs, communal spaces, and service rooms with key dimensions, natural ground level and Relative Level (RL) heights shown/annotated. - proposed apartment plans with apartment numbers and areas, all fenestration, typical furniture layouts for each apartment type, room dimensions and intended use and private open space dimensions (if applicable). - proposed accessibility clearance templates for accessible units (if applicable) and common spaces. - visual privacy separation shown and dimensions, where necessary. - proposed vehicle and service access, circulation and parking areas dimensioned and annotated. - proposed parking bays to be dimensioned and manoeuvring to be shown. - proposed storage and circulation areas. - all proposed and existing lot boundaries are to be shown on all floor plans. 		
Elevation plans	<p>Elevation plans, to scale, showing:</p> <ul style="list-style-type: none"> - proposed building height and RL lines. - the natural ground level at the relevant lot boundary to be shown on all elevation plans as a line of natural ground level with natural ground level points annotated along this line. - permitted building height/s outline or comparison. - permitted setbacks or envelope outline or comparison. - proposed building length and articulation to be clearly shown. - proposed detail and features of the façade and roof design. - any existing buildings on the site to be shown. - proposed building entries (pedestrian, vehicular and service). - the profile of buildings on adjacent properties or for 50m in each direction, whichever is most appropriate. - samples or images of proposed external materials, finishes and colours of the proposal, linked to elevations. 		

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Section plan/s	<p>Section plan/s, to scale, showing:</p> <ul style="list-style-type: none"> - proposed building height and natural ground level. - permitted building height/s outline or comparison. - permitted setbacks or envelope outline or comparison. - the profile of buildings on adjacent properties or for 50m in each direction, whichever is most appropriate. - proposed building circulation. - proposed location of car parking. - proposed location of deep soil and soil depth allowance for planting structure (if applicable). - proposed building separation within the development and between neighbouring buildings. - proposed ceiling heights throughout the development, with dimensions. - proposed roof details. 		
Building performance diagrams (applicable if residential component is proposed)	<p>A solar diagram at the winter solstice (21 June) at a minimum of hourly intervals showing:</p> <ul style="list-style-type: none"> - number of hours of solar access to the principal communal open space - number of hours of solar access to units within the proposal and tabulation of results - overshadowing of existing adjacent properties and overshadowing of future potential development where neighbouring sites are planned for higher density - elevation shadows if likely to fall on neighbouring windows, openings or solar panels - A ventilation diagram (where required) showing unobstructed path of air movements through dual aspect apartments and tabulation of results. 		
Illustrative views	<p>Photomontages or similar rendering or perspective drawings illustrating the proposal in the context of surrounding development.</p> <p>Note: illustrative views need to be prepared using a perspective that relates to the human eye. Where a photomontage is prepared, it should use a photo taken by a full frame camera with a 50mm lens and 46 degree angle of view.</p>		
Models (applicable if residential component is proposed)	<p>A three-dimensional, computer-generated model showing views of the development from adjacent streets and buildings. A physical model for a large or contentious development (if required by the consent authority).</p>		
Other Plans and Reports	<ul style="list-style-type: none"> - Planning Report, prepared by suitably qualified consultant. - Acoustic Report, prepared by suitably qualified consultant. - Waste Management Plan, prepared by suitably qualified consultant. - Transport Impact Statement or Transport Impact Assessment, prepared by suitably qualified consultant (whichever is applicable – refer to LPP 6.7). - Arborist Report, prepared by suitably qualified consultant (where existing trees are to be retained and/or removed). - BAL assessment, prepared by suitably qualified consultant (if required). - Wind Impact Assessment, prepared by suitably qualified consultant (if applicable). 		



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Documentation	Required information	Provided	Not Provided
	- Any additional plans or reports, as identified by the City following review of the submission of the DAP application.		
Applicant's full name: _____		Applicant's signature: _____ Date: _____	

DAP Submission:

Submit a DAP Application, either:

- In-person - at the City's Administration Centre (25 Cedric Street, Stirling) with payment made at the time of submission and a copy of the hard and electronic copy of the entire submission; OR
- Via post - with payment, hard and electronic copy of the entire submission included in the postal package with fees either via Credit Card Authorisation Form* or cheque.

Please note that DAP applications **CANNOT be lodged electronically** via the City's online lodgement system.

*Credit Card Authorisation Form available:

<https://www.stirling.wa.gov.au/your-city/documents-and-publications/planning-and-building/planning-fees-and-forms/credit-card-payment-form>

DAP Submission Review Process:

The City will review the submission in accordance with Clause 63A of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Should any further information be required, the City will be in contact with the applicant within 7 days of receipt of the submission. Should no further information be required, the City will lodge the application with the DAP Secretariat accordingly.

Please review the following Department Planning, Lands and Heritage resources:

- [DAP Application Flowchart](#)
- [Deemed Provisions Clause 63A - accepting a development application for assessment](#)

This checklist intends to assist applicants in ensuring their DAP application is complete and contains all necessary information to allow for an assessment to be undertaken. Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required for specific applications where required.

This publication is intended to provide general information only. Verification with the original Local Laws, Planning Schemes and other relevant documents is required for detailed references.



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Internal Use (Development Services - Planning)

I have undertaken a preliminary review of the information provided with the subject application and advise as follows:

THE APPLICATION CAN BE ACCEPTED

OR

THE APPLICATION IS INCOMPLETE AND CANNOT BE ACCEPTED UNTIL ALL OF THE
REQUIRED INFORMATION IS PROVIDED

Checked by:

Date:
