

# Development Application

## Supporting Information

Where development approval is required, you must submit an Application to Commence Development Approval to the City of Swan. The type of development or activity proposed will dictate the level of supporting information required to accompany the application. Use the different [Matrixes](#) and [Glossary of Supporting Information](#) below to compile your application, noting that only **complete applications** will be accepted for lodgement. Please note that fee payment is not required at lodgement, instead we will invoice you once we have received your application.

The City's [Local Planning Scheme No.17 \(LPS17\)](#) and the [Planning and Development \(Local Planning Scheme\) Regulations 2015 \(PD \(LPS\) Regs\)](#) set out what types of development and activities require Development Approval.

### Matrix

Supporting Information	Shed, Patio, Water Tank	Swimming Pool	Retaining Wall	Fence	Shipping Containers	Single House	Granny Flat	Home Business	Keeping of Livestock
City of Swan Form of Application for Planning Approval	✓	✓	✓	✓	✓	✓	✓	✓	✓
Metropolitan Region Scheme Form 1	✓	✓	✓	✓	✓	✓	✓	✓	✓
ASIC Search Extract	🏢	🏢	🏢	🏢	🏢	🏢	🏢	🏢	🏢
Certificate of Title (CT)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Feature Survey	▲	▲	▲	✗	▲	✓	▲	✗	✗
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor Plan	✓	✓	✓	✗	✓	✓	✓	✓	✗
Elevation Plan	✓	✓	✓	✓	✓	✓	✓	✗	✗
Stormwater Management Plan	◎	✗	◎	✗	◎	✓	◎	✗	✗
Top and Bottom of wall heights (in AHD)	✗	✓	✓	✗	✗	✗	✗	✗	✗
Colours and Materials Schedule	H	✗	H	H	✗	H	H	✗	✗
Coloured Perspectives	H	✗	H	H	✗	H	H	✗	✗
Questionnaire	✓	✗	✗	✗	✓	✗	✗	✓	✓
Written R-Code Justification	R	✗	R	R	✗	R	R	✗	✗
Bushfire Attack Level (BAL) Assessment	BAL	✗	✗	✗	BAL	BAL	BAL	BAL	✗
Bushfire Management Plan	BMP	✗	✗	✗	✗	BMP	BMP	BMP	✗

Legend	D	R	H	>10 D	10-100	>100	↖	<	BAL	BMP	◎
✓ Always required	The City of Swan and/or WAPC have discretion to require this information.	When seeking approval for a variation to the Deemed to Comply provisions of the R-Codes.	If the development site is on a Heritage List or within a Heritage Area	When greater than 10 dwellings are proposed.	When the proposed land use generates between 10-100 vehicle movements in peak hours.	When the proposed land use generates greater than 100 vehicle movements in peak hours.	↖	<	Required in Bushfire Prone Areas where the lot is ≥1100m <sup>2</sup> & the development is habitable or within 6m of a habitable building.	Required where the property is BAL 40 or FZ.	Maybe waived depending on location of the proposed development, its likely impact on existing drainage systems & adjoining properties, including the City's road reserve.
✗ Generally not required											
◎ The proposed development is ≥2 stories.											
🏢 If the property is owned by a company or business.											
▲ This may be waived depending on the topography of the property.											

# Development Application

Matrix (continued)

Supporting Information	Grouped Dwelling	Multiple Dwellings	Commercial / Industrial	Demolition	Mixed Use Development	Change of Use	Bed & Breakfast	Signage
City of Swan Form of Application for Planning Approval	✓	✓	✓	✓	✓	✓	✓	✓
Metropolitan Region Scheme Form 1	✓	✓	✓	✓	✓	✓	✓	✓
ASIC Search Extract	🏢	🏢	🏢	🏢	🏢	🏢	🏢	🏢
Certificate of Title (CT)	✓	✓	✓	✓	✓	✓	✓	✓
Site Feature Survey	✓	✓	✓	▲	✓	✗	✗	✗
Site Plan	✓	✓	✓	✓	✓	✓	✓	✓
Floor Plan	✓	✓	✓	✓	✓	✓	✓	✗
Elevation Plan	✓	✓	✓	✓	✓	✗	✗	✓
Stormwater Management Plan	✓	✓	✓	⊙	✓	✗	✗	✗
Top and Bottom of wall heights (in AHD)	✗	✗	✗	✗	✗	✗	✗	✗
Colours and Materials Schedule	H	H	H	✗	H	✗	H	✓
Coloured perspectives	✓	✓	✗	H	✓	✗	✗	✓
SPP 7.0 Design Principles Statement	>10 D	✓	✓	✗	✓	✗	✗	✗
Overshadowing Plan	⊙	✓	✗	✗	⊙	✗	✗	✗
Cone of Vision Plans	◁	✓	✗	✗	✓	✗	✗	✗
Questionnaire	✗	✗	✗	✗	✓	✓	✓	✗
Written R-Code Justification	R	R	✗	✗	✓	✗	✗	✗
Bushfire Attack Level (BAL) Assessment	BAL	BAL	BAL	BAL	BAL	BAL	BAL	✗
Bushfire Management Plan	BMP	BMP	BMP	BMP	BMP	BMP	BMP	✗
Transport Statement	10-100	10-100	10-100	✗	10-100	10-100	10-100	✗
Transport Assessment	>100	>100	>100	✗	>100	>100	>100	✗
Acoustic Consultant Report	✗	✓	D	✗	✓	D	✗	✗
Landscape Plan	✓	✓	✓	✗	✓	✗	✗	✗
Waste Management Plan	D	✓	D	✗	✓	✗	✗	✗

## Legend

✓ Always required

✗ Generally not required

⊙ The proposed development is ≥2 stories.

🏢 If the property is owned by a company or business.

▲ This may be waived depending on the topography of the property.

**D** The City of Swan and/or WAPC have discretion to require this information.

**R** When seeking approval for a variation to the Deemed to Comply provisions of the R-Codes.

**H** If the development site is on a Heritage List or within a Heritage Area

**>10 D** When greater than 10 dwellings are proposed.

**10-100** When the proposed land use generates between 10-100 vehicle movements in peak hours.

**>100** When the proposed land use generates greater than 100 vehicle movements in peak hours.

⚡ Generally required where any ground breaking work is proposed on site that is identified as being of potential high archaeological significance.

◁ If the development is ≥2 stories or contains a finished floor level which is 500mm or greater above natural ground level.

**BAL** Required in Bushfire Prone Areas where the lot is ≥1100m<sup>2</sup> & the development is habitable or within 6m of a habitable building.

**BMP** Required where the property is BAL 40 or FZ.

⊙ Maybe waived depending on location of the proposed development, its likely impact on existing drainage systems & adjoining properties, including the City's road reserve.

# Development Application

## Guildford / Mandoon - Supporting Information

The following supporting information is required to accompany applications seeking development approval on land within the Guildford / Mandoon Local Planning Policy (LPP) area **in addition** to the information listed in the Standard - Supporting Information Matrix.

### Matrix

Supporting Information	Demolition of a Contributory Place	Alterations or additions to a State Registered Heritage Place	New construction visible from the street or potential to affect adjacent heritage listed properties	Variations to any LPP built form controls
Character Precinct Statement	✓	✓	✓	✓
Heritage Impact Statement	✓	✓	✓	✓
Structural Condition Assessment	✓	✗	✗	✗
Replacement building plans	✓	✗	✗	✗
Archaeological Management Plan	↖	↖	↖	↖
Conservation Management Plan	D	D	D	D
Archival Record	✓	✗	✗	✗

Legend	D	↖	BAL
✓ Always required	The City of Swan and/or WAPC have discretion to require this information.	Generally required where any ground breaking work is proposed on site that is identified as being of potential high archaeological significance.	Required in Bushfire Prone Areas where the lot is ≥1100m <sup>2</sup> & the development is habitable or within 6m of a habitable building.
✗ Generally not required	R When seeking approval for a variation to the Deemed to Comply provisions of the R-Codes.	◁ If the development is ≥2 stories or contains a finished floor level which is 500mm or greater above natural ground level.	BMP Required where the property is BAL 40 or FZ.
○ The proposed development is ≥2 stories.	H If the development site is on a Heritage List or within a Heritage Area		● Maybe waived depending on location of the proposed development, its likely impact on existing drainage systems & adjoining properties, including the City's road reserve.
▣ If the property is owned by a company or business.	>10 D When greater than 10 dwellings are proposed.		
▲ This may be waived depending on the topography of the property.	10-100 When the proposed land use generates between 10-100 vehicle movements in peak hours.		
	>100 When the proposed land use generates greater than 100 vehicle movements in peak hours.		

## Glossary of Supporting Information

- City of Swan Form of Application for Planning Approval**  
 This is the prescribed form that requires completion when seeking planning approval under the City of Swan LPS17. For information on how to correctly complete the form refer to our [Development Application webpage](#).
- Metropolitan Region Scheme Form 1 (MRS Form 1)**  
 This is the prescribed form that requires completion when seeking planning approval under the Metropolitan Region Scheme. A completed MRS Form 1 is required to be submitted with all applications seeking development approval.
- Planning Assessment & Other Fees**  
 The [Fees and Charges for Statutory Planning Services](#) are pursuant to the Planning and Development Regulations 2009 (PD Regs 2009) and Part 7 of the Local Government Act (LG Act). Fee payment is not required at lodgement, instead we will invoice you once we have received your application. The City has an online payment service for your convenience.
- Australian Securities and Investment Commission (ASIC) Search Extract**  
 An ASIC search extract can be purchased from the Australian Securities and Investment Commission (<https://asicconnect.asic.gov.au>). It will provide the following information depending on whether it is a company or business:

Company Extract includes:

- current and historical details about a company;
- the officeholders;
- addresses;
- in some cases, members (or shareholders) of the company.

Business Name Extract includes:

- business name holder;
- principal place of business;
- address for service of documents.

This is necessary to ensure that the owners' details provided on a planning application form are accurate and the persons' details and signatures are authorised persons and correspond with the company extract from ASIC database.

The ownership or management of the land affects who is required to consent to a development application being made. The below table explains who the required signatories are in various instances. The City can only accept an application where all required signatories have signed the application form correctly.

Land Ownership / Management	Signatory
<b>i. Private Landowner</b>	Signatures of all landowners
<b>ii. Sole Proprietorship Company</b>	Signature of the sole proprietor
<b>iii. Company</b>	<ul style="list-style-type: none"> <li>• 2 Directors; or</li> <li>• 1 director + the company seal; or</li> <li>• 1 director + 1 company secretary.</li> </ul> Please also identify the position title of the person who signed the application form (Director, Secretary etc.) as this will prevent any further follow up and clarification about the signatories.
<b>iv. Agent of a Company</b>  <b>If the company has appointed agent to act on their behalf and undertake sign legal documents, the application must be accompanied</b>	Signed consent letter from either: <ul style="list-style-type: none"> <li>• 2 directors; or</li> <li>• 1 director and the company seal or</li> <li>• 1 director and 1 company secretary; or</li> <li>• the Sole Director of the company;</li> </ul> OR <ul style="list-style-type: none"> <li>• A copy of the Power of Attorney advising of this.</li> </ul>
<b>v. Agent of a Private Landowner</b>	Letter of consent from the registered proprietor/s; OR Power of Attorney advising of this.
<b>iv. Subject to a contract of sale or offer and acceptance</b>	Evidence of landowner's consent must be provided. <ul style="list-style-type: none"> <li>• Acceptable evidence may include:</li> <li>• an express provision of consent by the vendor on the contract of sale or offer and acceptance;</li> </ul>

	<ul style="list-style-type: none"> <li>a letter of consent from the registered proprietor/s giving prospective purchaser/s consent to lodge the application; or</li> <li>a copy of the transfer of land document that incorporates a lodgement receipt</li> </ul>
<b>v. Strata company</b>	<ul style="list-style-type: none"> <li>consent can be signed by the strata company secretary; or</li> <li>by an elected person of the strata company providing proof of authority either by:             <ul style="list-style-type: none"> <li>letter of delegated authority signed by:                 <ul style="list-style-type: none"> <li>all strata owners; or</li> <li>minutes showing delegated authority.</li> </ul> </li> </ul> </li> </ul>
<b>vi. Incorporated body</b>	<ul style="list-style-type: none"> <li>An extract from the minutes of a previously held recent Annual General Meeting or similar Committee meeting, that lists the office bearers and the position they hold; and</li> <li>An extract from its Constitution that authorises the office bearers to represent the incorporated body (i.e. signing legal documents).</li> </ul>
<b>vii. Government Authority</b>	<ul style="list-style-type: none"> <li>Authorised officer of the relevant authority, stating the name and position of the signatory/s; or</li> <li>A letter of consent signed by an authorised officer.</li> </ul>
<b>viii. Unallocated Crown land, unmanaged reserves, land under management order to a local government where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997</b>	Relevant authorised person/s from the Department of Planning, Lands & Heritage (Land Asset Division)
<b>ix. Deceased Estate</b>	Where the land is registered in joint tenants, a copy of the death certificate of the deceased landowner must be provided. Where the land is registered in tenants in common, a copy of the grant of probate or endorsed enduring power of attorney must be provided.

## 5. Certificate of Title (CT)

A Certificate of Title is an official land ownership record and includes the following information:

- current ownership details
- title number (volume and folio)
- survey plan number and type
- encumbrances and notifications
- whether there is a caveat against the title.

A CT issued by Landgate no less than 6 months ago is required to be submitted with all applications seeking development approval.

You can order a copy of CT for any property in Western Australia (even if you don't own it) on Landgate's website ([www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title](http://www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title))

## 6. Site Feature Survey

A site feature survey is a plan prepared and certified by a Licensed Surveyor which shows:

- existing contours at 0.5m intervals extending past the property boundaries;
- existing ground levels of the site in AHD (Australian Height Datum),
- existing structures, including retaining walls;
- existing trees within the development site;
- street trees, including diameter at breast height (DBH), centre point of the tree and dimension the setback from the outside of the tree to the crossover
- other fixtures (bus stops, power poles, power domes, traffic islands etc.);
- lot boundaries and dimensions;
- details of any road widening

In some cases (i.e. residential development proposals) we will require the plan to include the following details of each adjoining property:

- all existing building footprints and their respective finished floor levels and window locations; and
- ground levels of the site in AHD along the common boundary.

This allows us to determine what impact any proposed development is likely to have on adjoining properties.

## 7. Site Plan

A site plan is a clear drawing that shows the whole site, including all structures on the site. It is drawn as if you are looking down from above the site. The site plan must be drawn to an appropriate scale (1:100 or 1:200) with full dimensions marked on the plan, including:

- North point
- A permanent datum point, contours, spot levels and features
- All property boundaries, boundary dimensions and all existing buildings including finished floor levels.

Depending on the nature of the proposed development, the following additional information is required to be shown on the site plan:

### Residential Development

- Abutting land use and buildings, including the location of all windows and open spaces
- Any public open space or communal space or facilities
- Main service connection points and easements
- The private open space and external storage space for each dwelling
- Car parking spaces allotted to each dwelling
- Paving materials and drainage treatments and lighting for vehicle areas and footpaths
- Details of garbage bin storage areas and letter boxes
- Finished floor levels relative to AHD or temporary benchmark
- Contours or levels to AHD or temporary benchmark
- Measures incorporated or proposed to improve impact (eg. overlooking, overshadowing, visual bulk, noise intrusion, etc.) on adjacent dwellings (applicable for residential development of two-storeys or more).

### Non-Residential Development

- All structures and/or buildings on adjoining lots within three metres of the lot boundary which might affect, or be affected by, the proposed development including the finished floor levels
- Distance from the existing buildings and property boundaries to the proposed structure
- Location and method of stormwater disposal complying with City of Swan requirements
- Location of any easement, any piped service traversing the site, any sewer connection point
- Proposed vehicular access and new or amended crossover
- Verge and road features including crossover, kerbs, traffic islands, footpaths, trees, stormwater grates and services and any existing damage to these features
- Accessways and car parking areas within the site
- Delete all references, notations and approval stamps that are not related to this tenancy and what is proposed as part of this application
- Identification of which tenancy the application relates to
- The boundaries and dimensions of the entire subject site
- The lengths of walls on the boundary
- All setbacks from boundaries marked on the plans
- The location of existing buildings and mature trees to be retained and those trees to be removed.

## 8. Floor plan

A floor plan shows the internal layout of a building. It must be drawn to a scale of 1:100 with full dimensions and must clearly detail the following:

- The entire floor layout of the tenancy/building/dwelling
- The designed areas for each of the activities to be undertaken within the subject lot
- Only reference the proposed development/land use. All references/annotations to previous building/planning approvals must be deleted.

## 9. Elevation plan

An Elevation Plan Set is a series of two-dimensional plans which illustrate the height and appearance of a building or structure from all possible directions (i.e. north, south, east, west or primary street, side 1, side 2, rear etc.). It should be drawn to a scale 1:100 and be clearly annotated with the following:

- natural ground level in AHD of the subject property and adjoining properties
- proposed ground level in AHD of the subject property
- floor to ceiling heights
- floor to window sill heights

- window sill to top of window frame heights
- wall heights
- total roof heights.

## 10. Top and Bottom of wall heights (in AHD)

The elevation plan for retaining wall applications (and in swimming pool applications where retaining walls are proposed) should clearly show the proposed finished ground levels (in AHD) around the retaining wall/s top and bottom on both sides of the wall (high and low) in addition to the height of the retaining wall itself.

## 11. Stormwater Management Plan

In most cases we will require one copy of a Stormwater Plan to be submitted to support your planning application, however where a minor development is proposed we may waive the need to provide one at all.

A Stormwater Plan is a two-dimensional plan which illustrates the proposed method of stormwater disposal that will be required to accommodate the proposed development.

If there is no existing drainage system, you will need to provide and submit a stormwater drainage plan showing the location and method of stormwater disposal complying with City of Swan requirements. It is to be designed in accordance with Council's requirements. To avoid delays and ensure your application is complete you must provide a stormwater drainage design certified by a:

- Registered plumber
- Civil engineer who is either MIE or NPER registered
- Hydraulic consultant who is a registered member of the Association of Hydraulic Services Consultants Australia Inc (AHSCA)

The design must:

- Take into consideration manufacturer's specifications for pipe cover, bedding and jointing.
- Be designed to provide for a one in five year storm without over-topping the kerb.
- Incorporate a one in one hundred year flood path or provide for storage of a one in one hundred year flood.

## 12. Colours and Materials Schedule

A Colour and Materials Schedule should indicate the material and colour (including a sample) of all external building elements of a proposed development. The [Materials and Colours Schedule Form](#) provides guidance in this regard.

## 13. Coloured Perspective drawings

A perspective is an architectural drawing that is a representation of three-dimensional objects and building on a two-dimensional (flat) surface. Its purpose is to provide the viewer insight into how the proposed buildings will appear once constructed in the existing landscape. When required, coloured perspective drawings from at least four directions are required of the proposed buildings within the existing built and natural landscape.

## 14. SPP 7.0 Design Principles Statement

A draft statement of key points that establishes how the proposal satisfies the following Design Principles of State Planning Policy 7.0 Design of the Built Environment.

- Context and character;
- landscape quality;
- built form and scale;
- functionality and build quality;
- sustainability;
- amenity;
- legibility;
- safety;
- community; and
- aesthetics.

## 15. Questionnaire

Some development types require specific information that is easily obtained via the completion of one of the following Questionnaires. Check the Standard - Supporting Information Matrix above to see if this is applicable

to your application. The questionnaires can be obtained from the City's [Planning Checklists & Questionnaires webpage](#).

## 16. Written R-Code Justification

Written R-Code justification should be in the form of a covering letter which:

- itemises all design elements that are not compliant with the R-Code deemed-to-comply provisions; and
- justification as to how the proposed development meets the design principles and objectives of the R-Codes and any relevant scheme and local planning policy objectives and requirements.

## 17. Bushfire Attack Level (BAL) Assessment

A Bushfire Attack Level (BAL) assessment is an assessment prepared in a manner and form set out in AS 3959 to determine a BAL.

It is strongly recommended that BAL assessments are prepared by accredited Level 1 BAL Assessors, unless otherwise exempted in the WAPC's Guidelines for Planning in Bushfire Prone Areas.

## 18. Bushfire Attack Level (BAL) Contour Map

A Bushfire Attack Level (BAL) Contour Map is a scale map of the subject lot/s illustrating the potential radiant heat impacts and associated indicative BAL ratings in reference to any classified vegetation remaining within 100 metres of the assessment area after the development is complete.

The intent of the BAL Contour Map is to identify land suitable for development based on the indicative BAL rating.

It is strongly recommended that BAL Contour Maps are prepared by an accredited Bushfire Planning Practitioner.

## 19. Bushfire Management Plan

A Bushfire Management Plan is a document that sets out short, medium and long-term risk management strategies for the life of the development. It is strongly recommended that Bushfire Management Plans are prepared by accredited Bushfire Planning Practitioners in accordance with the requirements set out in the WAPC's [Guidelines for Planning in Bushfire Prone Areas](#) on behalf of the landowner/proponent with the assistance of the responsible authority for emergency services where required.

## 20. Overshadowing Plan

An overshadowing plan should illustrate the extent of the proposed development's shadow on all adjoining properties at noon on June 21. The percentage of overshadowing must be marked on the diagram.

## 21. Cone of Vision Plans

A set of Cone of Vision Plans includes additional or marked-up plans and sections showing the cone of vision and critical lines of sight from those major openings as they relate to the adjoining property. It should also clearly show the finished floor level above natural ground level from the viewpoint.

The Residential Design Codes define the term 'cone of visions' as follows:

*"The limits of outlook from any given viewpoint, applying a viewing cut off angle not less than 45 degrees, for the purposes of assessing the extent of overlooking from that point outlined in clauses 5.4.1 and 6.4.1 as set out in Figure Series 10."*

## 22. Character Precinct Statement

A Character Impact Statement is a requirement of the [Part-A-Guildford-Mandonon-Heritage-Area-Local-Planning-Policy-Council-Adopted-5.10.22.pdf](#).

It should comprise justification for the proposed works in the context of the respective Character Precinct Statement referred to in [Part-B-Guildford-Mandonon-Heritage-Area-Local-Planning-Policy-Council-Adopted-5.10.22.pdf](#). It should demonstrate that the proposed works are appropriate for the context and that the applicant is familiar with the elements/qualities identified in the respective Character Precinct Statement. This shall be supplemented by a photographic analysis of the streetscape.

It is recommended that a Character Impact Statement is undertaken by the architect or designer of the proposal.



## 23. Heritage Impact Statement

A Heritage Impact Statement is, in most cases, a requirement of the [Guildford-Mandon Heritage Area Policy Statements \(Part A\)](#).

It is a written report to be undertaken by a qualified heritage professional in accordance with the Department of Planning, Lands and Heritage publication [Heritage Impact Statement: A Guide](#), addressing:

1. How will the proposed works affect the cultural significance of the place and the Heritage Area?
2. What measures (if any) are proposed to ameliorate any adverse impacts?
3. Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

For all new infill development, the Heritage Impact Statement will undertake an assessment of the proposal's potential for impact against the overall significance of the Guildford Heritage Area. It will also consider the immediate streetscape context as defined in the Character Precinct Statement relating to that property and assess the appropriateness of the proposed development in that context.

## 24. Structural Condition Assessment

Where a Structural Condition Assessment is required as justification for the demolition of a heritage significant structure/building, it must be prepared by a practicing structural engineer with experience in heritage buildings, in line with Building Act requirements.

The assessment must demonstrate that the structural integrity of the building has failed to the point where it cannot be rectified without removal of a majority of its significant fabric and/or prohibitive costs.

## 25. Replacement building plans

A set of replacement building plans are generally required to support an application which proposes to demolish a building/dwelling that is:

- on a property which is on the City's Heritage List; and/or
- on a property which is located within the City's Heritage Area

Prior to approval of demolition for any place in the Guildford Heritage Area, plans of the proposed replacement building are submitted to and approved by the City

A set of replacement building plans should contain the following plans:

- Three copies of the proposed site plan
- Three copies of the proposed floor plan
- Three copies of the proposed set of elevation plans
- One materials and colours schedule
- One copy of a site feature survey
- One copy of a stormwater plan

The replacement building plans will be assessed as part of any demolition application and form part of the final planning determination.

## 26. Archaeological Management Plan

An Archaeological Management Plan is a document prepared by a registered archaeologist designed to provide for the identification, assessment and management of the archaeological components of a place according to its archaeological potential, level of significance and any statutory requirements.

The Heritage Council's Archaeological Management Plans guidelines provides more information about AMPs.

This is usually required where any ground breaking work is proposed on site that is identified as being of potential high archaeological significance (refer to Map 6 on page 54 of [Part A - Guildford / Mandon Heritage Area Local Planning Policy - Council Adopted 5.10.22](#)). An AMP is required to be prepared prior to works occurring.

## 27. Conservation Management Plan

A Conservation Management Plan (CMP) is the principal guiding document for the conservation and management of a heritage place. A CMP identifies the heritage significance of the place and provides clear policies for its sustainable and appropriate future management, conservation, use and change.

This is a written report provided by a qualified heritage professional in accordance with the Heritage Council's guidelines and standard brief.

This may be required at the discretion of the City and the Department of Planning, Lands and Heritage.

## 28. Archival Record

In the case of a proposal for demolition of a heritage place, the City may require the applicant, as a condition of approval, to submit an archival record of the place prior to the commencement of demolition.

This shall be undertaken in accordance with the Department of Planning, Lands and Heritage [Guide to Preparing an Archival Record](#) and in most cases includes a plan with photographs of the place in its setting, elevations, together with a photograph of each room, and any special feature(s) that the place may have. These photographs should be keyed to the plan with numbers and arrows.

When demolition is proposed this may be required to be submitted as part of the planning application, however it will more commonly be a condition of planning approval and therefore need to be prepared and submitted to the City after the planning approval is granted.

## 29. Transport Impact Statement

A transport statement is required for those developments that would be likely to generate moderate volumes of traffic and therefore would have a moderate overall impact on the surrounding land uses and transport networks (in accordance with Table 1 of Part A of volume 4 of the WAPC's [Transport Assessment Guidelines for Development](#)).

A transport statement is a brief statement outlining the transport aspects of the proposed development. The intent of the statement is to provide the approving authority with sufficient transport information to confirm that the proponent has adequately considered the transport aspects of the development and that it would not have an adverse transport impact on the surrounding area.

Of particular relevance is the accessibility of the development by non-car modes, in accordance with Government's sustainable development objectives, and its integration with the surrounding area.

The transport statement should also address any issues specific to the particular subdivision, but without requiring a full transport assessment to be undertaken, an unnecessary requirement for most developments of this size.

The site specific issues to be assessed should be discussed and agreed with the approving authorities prior to commencing the transport statement and may include:

- the generation of traffic past sensitive uses such as schools or hospitals
- the generation of traffic on low volume residential roads
- particular intersections or sections of road that may be adversely affected
- the potential for rat-running, especially through residential areas
- issues associated with the heavy vehicles generated by the development
- developments operating outside normal business hours in/near residential areas
- developments with a potentially high non-car mode share; and
- developments close to major transport nodes.

It is envisaged that the transport statement will generally be from two to three pages, up to several pages in length, but this will depend upon the number and nature of any specific issues that need to be addressed.

It is expected that most, if not all, of the information to be provided will be of a nontechnical nature, i.e. will not require input from a specialist in transportation planning or traffic engineering.

This will, however depend on the nature of the specific issues to be addressed and specialist technical input may be required on occasions. The level of information sought and the format for providing the information is set out in Part B Section 5.0 of Volume 4 of the WAPC's [Transport Assessment Guidelines for Development](#)).

## 30. Transport Impact Assessment

The WAPC's [Transport Assessment Guidelines for Development](#) defines a transport assessment as follows:

A transport assessment is a detailed assessment of the transport aspects of a development. It is to be submitted as part of all large development applications, in accordance with Table 1 of Part A of volume 4 of the WAPC's [Transport Assessment Guidelines for Development](#).

It is a detailed technical assessment and is therefore likely to require input from a **transportation specialist**. The intent of a transport assessment is to clearly demonstrate to the approving authority that the development would:

- provide safe and efficient access for all modes;
- be well integrated with the surrounding land uses;
- not adversely impact on the surrounding land uses; and
- not adversely impact on the surrounding transport networks and the users of those networks.

It should also demonstrate that the proposed development is consistent with the transportation aspects of the structure and subdivision planning for the area.

The level of information sought in a transport assessment and the format of that information are set out in Part C and Appendix A of volume 4 of the WAPC's [Transport Assessment Guidelines for Development](#).

**Table 1: Level of TIA required by land use and size**

LAND USE	MODERATE IMPACT	HIGH IMPACT
	Transport Impact Statement required	Transport Impact Assessment required
	10 – 100 vehicle trips in the peak hour	> 100 vehicle trips in the peak hour
Residential	10–100 dwellings	>100 dwellings
Schools	10–100 students	>100 students
Entertainment venues, restaurants, etc.	100–1000 persons (seats) OR 200–2000 m <sup>2</sup> gross floor area	>1000 persons (seats) OR >2000 m <sup>2</sup> gross floor area
Fast food restaurants	50–500 m <sup>2</sup> gross floor area	>500 m <sup>2</sup> gross floor area
Food retail /Shopping centres with a significant food retail content	100–1000 m <sup>2</sup> gross floor area	>1000 m <sup>2</sup> gross floor area
Non-food retail	250–2500 m <sup>2</sup> gross floor area	>2500 m <sup>2</sup> gross floor area
Offices	500–5000 m <sup>2</sup> gross floor area	>5000 m <sup>2</sup> gross floor area
Service Station	1–7 refuelling positions	>7 refuelling positions
Industrial/Warehouse	1000–10,000 m <sup>2</sup> gross floor area	>10,000 m <sup>2</sup> gross floor area
Other Uses	Discuss with approving authority	Discuss with approving authority

### 31. Acoustic Consultant Report

For multiple dwellings development, an acoustic report prepared by a suitable qualified person to demonstrate that proposed development will not exceed the minimum requirements of the National Construction Code (NCC), such as the:

- rating under the Association of Australasian Acoustical Consultants (AAAC) Guidelines for Apartment and Townhouse Acoustic Rating (or equivalent); and
- additional measures to demonstrate compliance with Element Objectives and Acceptable Outcomes of State Planning Policy 7.3 R-Codes Volume 2 – Apartments; specifically Part 4 Designing the building > Element 4.7 Managing the impact of noise.

An acoustic report prepared by a suitably qualified acoustic consultant is required for development applications associated with commercial or industrial developments where noise is emitted from the development. The noise assessment must show compliance with the Environmental Protection (Noise) Regulations 1997.

For residential or sensitive land use developments affected by transportation routes such as aircraft, road traffic and railways, noise assessments will also be required.

### 32. Landscaping Plan

The landscaping plan must be to a scale not less than 1:200 illustrating the landscaped areas, including the verge. Existing street trees and trees on the lot are to be shown on the plan. Details of ground treatment with indicative materials and finishes. The plans is to show trees to remain and to be removed including botanical

name, quantity of each species, pot sizes and deep soil areas, details of public space, communal open space and private open space, external ramps, stairs and retaining wall levels, security features, access points and built landscape elements (fences, pergolas, walls, planters and water features).

### 33. Waste Management Plan

When required, a Waste Management Plan must be prepared by a suitably qualified consultant, for the proposed development. The report is to address waste removal from site (i.e. bin store location, bin pickup frequency, intended service provider, odour management and drainage) and the size / type of vehicles used for the waste services.