

Fast Track Planning Application Patio/Shade Structure Checklist

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When is a planning application required for a Patio/Shade Structure?

The zone of your property and the existing development/land uses already on your property will affect whether you require a planning application. The table over the page should assist you in determining whether you are required to lodge a planning application.

When is a Patio/Structure not a Fast Track application?

A Patio application is **not** a Fast Track application in the following instances:

- Requires Council to determine the application as opposed to determination under Delegated Authority
- Involves a property which is within a Heritage Area or on a Heritage List and proposes development which is visible from a public space (i.e. street, park etc);
- Requires a referral to a State Government Agency or Committee
- Requires public consultation with surrounding landowners;
- Is a retrospective application; or

How do I prepare my planning application?

The following information is required to be included in your planning application. You may submit your application to the City via post or in person. Please note that the City does not currently accept electronic planning applications.

Documents	When are they required?
1. City of Swan Planning Application Form	Always
2. Metropolitan Region Scheme Form 1	Always
3. Payment of relevant Planning Fees & Charges	Upon receipt of your application we will invoice you
4. A current ASIC Search Extract from the Australian Securities and Investment Commission (ASIC) database	If the property is owned by a company or business
5. Current copy of the property's Certificate of Title	Always
6. One (1) copy of a Site Plan drawn to scale	Always
7. One (1) copy of a Floor Plan drawn to scale	Always
8. One (1) copy of a set of Elevation Plans drawn to scale	Always
9. One (1) copy of a Stormwater Drainage Plan	Always
10. Completed Heritage Area – Checklist and Questionnaire	Only if your property is in a Heritage Area or on the Local or State Heritage List

Further Information

If you need further information about planning in Swan:

Visit our website: [www.swan.wa.gov.au/Planning, Building, & Engineering/Planning](http://www.swan.wa.gov.au/Planning,_Building,_&_Engineering/Planning)

Call us: 9267 9267 (between 8:00am and 5:00pm, Monday to Friday)

Visit us: 2 Morrison Rd, Midland (between 8:00am and 4:30pm, Monday to Friday)

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Zones	Where the following development/land use exists on the property	A planning application for pergola, patio or shade sail is required in the following instances
Residential Development Residential Redevelopment Residential City Centre - Commercial Deferred City Centre - Residential	Single House or Grouped Dwelling	<ul style="list-style-type: none"> the property is located within a bush fire prone area which has a total lot area greater than 1100m² and has a BAL-40 or BAL-FZ rating; or It is located within a Heritage area; or It contains a place on the Local Heritage List and/or the State Register or Heritage Places; or The development area on the property is affected by floodway and/or flood fringe; or The property is within an Aircraft Noise Contour; or The property is within or abutting the Swan River Trust Development Control Area
All Special Use zones	The property is vacant or contains a development/land use which is not a Single House or Grouped Dwelling	<ul style="list-style-type: none"> A planning application is required in all instances.
General Rural Special Rural Swan Valley Rural Zones Rural Living Rural Residential Landscape Resource	Single House or Grouped Dwelling	<ul style="list-style-type: none"> the property is located within a bush fire prone area and has a total lot area greater than 1100m² and has a BAL-40 or BAL-FZ rating; or it is located outside of an approved Building Envelope or where no Building Envelope exists, it does not comply with the relevant setback requirements which can be found in the City's Rural Zone Building and Development Standards Local Planning Policy; or it is located within a Flood Prone Area; or the property is within an Aircraft Noise Contour; or the property is within or abutting the Swan River Trust Development Control Area; or it is located within a Heritage Area or it contains a place on a Local Heritage List and/or State Register of Heritage Places.
	The property is vacant or contains a development/land use which is not a Single House or Grouped Dwelling	<ul style="list-style-type: none"> A planning application is required in all instances.

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Zones	A planning application for SHADE STRUCTURE is required in the following instances
General Commercial Highway Service Industrial Development General Industrial Light Industrial	<ul style="list-style-type: none"> • the property is located within a bushfire prone area and has a total lot area greater than 1100m² and has a BAL-40 or BAL-FZ rating; or • it is located within a <u>Heritage area</u>; or • it contains a place on the Local Heritage List and/or the State Register or Heritage Places; or • it does not comply with the setbacks specified for the subject zone; or • where no setbacks are prescribed, it is closer than: <ul style="list-style-type: none"> ○ 9m to the front boundary; ○ 3m to the side boundary; and ○ 6m to the rear boundary; or • it is greater than 5m in height; or • it is not incidental to an existing commercial or industrial building on the site • the use of the proposed <u>shade structure</u> requires separate development approval under the Scheme.

Zones	A planning application for pergola, patio or shade sail is required in the following instances
City Centre – Business City Centre – Shopping City Centre - Mixed Use Private Clubs and Institutions Zone	A planning application is always required for a patio, pergola, shade structure or shade sail.

Fast Track Planning Application

Patio/Shade Structure Questionnaire

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1. Complete the table below by indicating the characteristics of the proposed Patio?

	Proposed Patio Characteristics
Length:	
Width:	
Area (m ²):	
Material:	
Colour:	
Height of Posts:	
Height of roof pitch:	
Finished Floor level: (under the patio)	
Natural ground level: (surrounding the patio)	
Drainage Method:	<input type="checkbox"/> Soakwells <input type="checkbox"/> Council System <input type="checkbox"/> Clear of Building

2. What will the Patio be used for? _____

3. Additional Comments: _____

Customer Checklist Administration

Customer Checklist Owner			
Business Unit Name	Officer Title	Contact Number	
Statutory Planning	Coordinator Statutory Planning Reform	(08) 9267 9691	
Document Ref.	Doc. Set ID 1711971	Review Frequency	Needs basis - when statues, regulations or policy change.

Version	Decision Reference	Decision Date	Synopsis
1	Coord. Stat. Planning Reform	18/08/2011	Created & published
2	Coord. Stat. Planning Reform (Acting)	09/09/2013	Removed questionnaire - published Customer Checklist
3	Coord. Stat. Planning Reform (Acting)	02/07/2014	Minor Amendments – Published Customer Checklist
4	Coord. Stat. Planning Reform	02/03/2017	Amended to make consistent with new web content. Published.
5	Coord. Stat. Planning Reform	14/05/2021	<ul style="list-style-type: none"> • Changed number of plans required from 3 to 1. • Converted to PDF form.