

Planning Application Place of Assembly/Worship Checklist

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What land uses does this Planning Application Checklist & Questionnaire apply to?

The *Place of Assembly/Worship Checklist & Questionnaire* applies to the following *Local Planning Scheme No. 17* land uses:

- Place of Assembly; and
- Place of Worship

What do the above terms mean?

The City's *Local Planning Scheme No. 17* provides the following definition for each of the above terms.

"Place of assembly means premises provided for people to assemble for a public activity"

"Place of worship means premises used for religious activities such as a church, chapel, mosque, synagogue or temple"

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 City via post or in person. Please note that the City does not currently accept electronic planning applications.

Documents	When are they required?
1. Completed City of Swan Planning Application Form	Always
2. Metropolitan Region Scheme Form 1	Always
3. Payment of relevant Planning Fess & 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.	Only when the owner of the property is a company or business
5. Current copy of the property's Certificate of Title	Always
6. Completed Commercial Place of Assembly / Worship – Customer Checklist & Questionnaire	Always
7. Three (3) copies of a Site Plan drawn to scale	Always
8. Three (3) copies of a Floor Plan drawn to scale	Always
9. Three (3) copies of a set of Elevation Plans drawn to scale	Always
10. One (1) copy of a Stormwater Plan	Always
11. One (1) Transport Statement Opens in new window ; Or One (1) Transport Assessment Opens in new window	Development proposals which will have a moderate transport impact (i.e. generates 10-100 vehicle trips in the peak hour). Development proposals which will have a high transport impact (i.e. generates greater than 100 vehicle trips in the peak hour).

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1. Please describe the proposed activity/business that is intended to operate from the proposed building? _____

2. Tick the box corresponding to the activity that best describes the proposal?

- place where people can assemble for a public activity
- place where religious activities are carried out (i.e. church, chapel, mosque, synagogue or temple)

3. Complete the table below by indicating the proposed operation hours of the subject business/activity?

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Opening Time:							
Closing Time:							

4. What is the maximum number of staff onsite at any one time? _____

5. What is the maximum number of patrons/visitors onsite at any one time? _____

6. How many car parking bays are being provided to service the proposed development?

7. Do the number of car bays provided comply with the City's *Building & Development Vehicle Parking Standard Policy (POL-TP-129)*? Yes No

8. If No, please provide a detailed explanation why a variation is proposed? _____

9. Is the property connected to sewer? Yes No

10. If No, does the proposal comply with the *Government Sewerage Policy*? Yes No

http://www.public.health.wa.gov.au/cproot/1355/2/Government_Sewerage_Policy-Perth_Metropolitan_Region.pdf

11. What is the estimated maximum daily volume of effluent and wastewater? _____

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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Document Control Table

Business Unit Name		Officer Title		Contact Number
Statutory Planning		Coordinator Statutory Planning Reform		(08) 9267 9691
Document Ref.	DSI 1716679	Review Frequency	Needs basis - when statues, regulations or policy change.	

Version	Decision Reference	Decision Date	Summary of Changes & Actions
1	Coord. Stat. Planning Reform	25/08/2011	Created
2	Coord. Stat. Planning Reform (Acting)	18/07/2014	Minor changes including the removal of the questionnaire.
3	Coord. Stat. Planning Reform	09/06/2017	<ul style="list-style-type: none"> Reinstated questionnaire. Added Document Control Table