

Application for Development Approval Checklist

Alfresco Activities (Commercial)

This checklist is to help you prepare a development approval application for alfresco activities associated with an approved commercial land use.

It is recommended that you review the requirements of the *Alfresco Activities Local Planning Policy* before preparing an application. Further information is available on the City's website, joondalup.wa.gov.au.

All information in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service, available at joondalup.wa.gov.au;
- In person by visiting the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup; or
- Posting to the City of Joondalup, PO Box 21, Joondalup WA 6919.

Following lodgement, the application will be checked to ensure all information is provided. If the application is incomplete, it will be returned to the applicant outlining the missing information. When all information has been received, an email acknowledging receipt will be sent to the applicant (as indicated on the application form).

Please note that further information and/or modifications may be requested after a full assessment is completed. All correspondence will be directed to the applicant.

Application requirements

| Documentation | Required information | Provided | |
|----------------------|--|----------|-----|
| | | Yes | N/A |
| Application forms | Application for Development Approval Form | | |
| | MRS Form 1 | | |
| Checklist | Copy of this checklist confirming application is complete | | |
| Fees | Development application fee in accordance with the City's Fees and Charges. <i>Note: if the application is lodged online, the City will send an invoice to the applicant providing payment details</i> | | |
| Justification letter | Details of the proposed development and written justification addressing any aspects of the development that requires the City to undertake an assessment against the City's <i>Local Planning Scheme No. 3</i> and <i>Alfresco Activities Local Planning Policy</i> | | |
| Site plan | Street name and lot number | | |
| | Lot dimensions, north point and scale | | |
| | The street verge, including footpaths, street trees, crossovers, truncations, power poles and any services | | |
| | Alfresco layout including location of chairs, tables and umbrellas | | |
| Bushfire prone areas | Alfresco Activities within bushfire prone areas are assessed against <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i> on a case-by-case basis. Further information on bushfire prone areas and bushfire requirements are available on the City's website joondalup.wa.gov.au | | |