

This checklist has been introduced to make sure that Codes Variation Applications are complete before they are registered as Applications. The reasons for requiring complete Applications include:

- ⇒ The information is required under the Town Planning Scheme ( i.e. therefore required by law )
- ⇒ Assessment cannot be carried out until all information is received and fee paid.
- ⇒ Complete information reduces delays in processing.

Please tick ✓

Tick ✓	FORMS
	Application for Variation to be Residential Design Codes of Western Australia <i>(Applicable to residential properties only)</i>
	Form – Appendix 1 :- Accompanying Information - Completed by Applicant
	Evidence Affected Neighbouring Property Owner(s) has Viewed Plans/Proposal of the Specific Codes Variation Required - Completed by Affected Neighbours

**NOTE:** Evidence of affected property owner has viewed and opportunity to respond, can be in the form of acknowledgement in Box Provided on Appendix 1 and or email or letter to the City with any comments Included/Attached, or in writing attached with Appendix 1 Form Lodgement.

Tick ✓	RESIDENTIAL APPLICATIONS - TWO COPIES OF ALL OF THE BELOW
	<ul style="list-style-type: none"> <li>i Street names, lot number(s), north point and the dimensions of the site;</li> <li>ii The location of the proposed development and any existing development, including all the dimensions of the proposal and setbacks from all boundaries;</li> <li>iii Proposed contours, finished floor levels, finished ground levels and the location and height of any retaining walls;</li> <li>iv The existing and proposed means of access (including crossovers) for pedestrians and vehicles to and from the site; and</li> <li>v Details of any fencing</li> </ul>
	<b>Elevations And Sections Of Any Building Located On-Site;</b>
	i Elevations of the site showing the existing and proposed levels.
	vi A written submission detailing the reason for the variation to the Design Codes and addressing the relevant Design Principles as per the R-Codes
	Accompanying Information Form
	Opportunity to Respond Form

Tick ✓	OUTBUILDING APPLICATION - TWO COPIES OF ALL OF THE BELOW
	A site plan showing;-
	<ul style="list-style-type: none"> <li>i Street name, lot number, north point, dimensions of site;</li> <li>ii The location of the proposed development and any existing development, including all the dimensions of the proposal and setbacks from all boundaries;</li> <li>vii Location and height of any retaining walls.</li> </ul>
	viii An elevation or section of the proposed structure, including wall heights and overall outbuilding height.
	ix A written submission detailing the reason for the variation to Local Planning Policy – Minor Structures (including outbuildings) and addressing the relevant objectives.

**NOTE:** All Applications are required to be signed by the owner of the land or alternatively a letter of authorisation from the owner being submitted with the Application



Appendix 1: R-Codes Approval Application and Determination Forms

**Application for Residential Design Codes Approval  
Single House and Outbuilding**

City/Town/Shire/other of:

**Note:** This is not an application for planning approval.  
Application for single house and outbuilding approval is to be made on this form  
**if**  
an application for planning approval is not required under the local planning scheme  
**and**  
the proposed development involves one of the following:

- ⚡ the exercise of a judgement of merit by the decision-maker under the Residential Design Codes; or
- ⚡ the exercise of a judgement of merit by the decision-maker under a local planning policy made in accordance with the local Planning scheme.

If you are in doubt about whether application should be made on this form, please consult the council's planning or building Officers.

**Owner Details:**

Name:	<input type="text"/>		
Address:	<input type="text"/>	Postcode:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>
Signature	<input type="text"/>	Date:	<input type="text"/>

All Owners must sign this form or an attachment if there is not sufficient space. State your position where signing on behalf of a company. This application will not proceed otherwise.

**Applicant Details:**

Name:	<input type="text"/>		
Address:	<input type="text"/>	Postcode:	<input type="text"/>
Contact Person:	<input type="text"/>	Work Phone	<input type="text"/>
Mobile Phone:	<input type="text"/>	Email:	<input type="text"/>
Signature	<input type="text"/>	Date:	<input type="text"/>

**Property Details:**

Lot no:	<input type="text"/>	Street no:	<input type="text"/>	Street name:	<input type="text"/>		
Suburb:	<input type="text"/>						
Location N	<input type="text"/>	Diagram/Plan No:	<input type="text"/>	Certificate of Title No:	<input type="text"/>	Folio:	<input type="text"/>
Nearest street intersection:	<input type="text"/>						
Title encumbrances (eg easements, restrictive covenants):	<input type="text"/>						
Approximate cost of proposed development:	<input type="text"/>						

