

Planning Application

Single House Checklist

one city diverse places



When is a planning application required for a Single House?

The location of your property proposed Single House will affect whether you are required to lodge 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 Single House not a Fast Track application?

A Single House application is not a Fast Track application in the following instances:

- Require Council to determine the application
- Involve a property which is within a Heritage Area or Heritage List
- Require one or more State Government Agency or Committee referrals;
- Require public consultation with neighbouring and surrounding landowners;
- Is a respective application;

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 Single House – Customer Checklist & Questionnaire	Always
7. One (1) copy of a Site Feature Survey	Always
8. One (1) copy of a Site Plan drawn to scale.	Always
9. One (1) copy of a Floor Plan drawn to scale	Always
10. One (1) copy of a set of Elevation Plans drawn to scale	Always
11. One (1) copy of a Stormwater Drainage Plan	Always
12. Completed Heritage Area - checklist and questionnaire	If your property is in a Heritage Area or on the Local Heritage List or State Register of Heritage Places .
13. Bushfire Attack Level (BAL) Assessment The City may accept a Bushfire Attack (BAL) Contour Map in-lieu of a Bushfire Attack Level (BAL) Assessment where it has been prepared for a recently approved subdivision, provided it: <ul style="list-style-type: none"> • is at a scale that is appropriate to the development; • clearly shows the indicative acceptable BAL rating across the subject site; • the subdivision layout and design has <u>not</u> been altered; • the site conditions have <u>not</u> changed; • City staff considered the original BAL Contour Map to contain <u>no errors</u>; • was prepared in accordance with the WAPC's Guidelines for Planning in Bushfire Prone Areas; and • was prepared by an accredited Bushfire Practitioner. 	If your property is located within a designated bushfire prone area
14. An assessment against the Bushfire Protection Criteria contained within the WAPC's Guidelines for Planning in Bushfire Prone Areas and demonstrating compliance within the boundary of the development application. This information can be provided in the form of a Bushfire Management Plan or an amended Bushfire Management Plan where one has been previously endorsed.	If your property is located within a designated bushfire prone area

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Zones	A planning application for a SINGLE HOUSE is required in the following instances
Residential Development Residential Redevelopment Residential City Centre - Commercial Deferred Residential City Centre - Residential All Special Use Zones	<ul style="list-style-type: none"> • The property is located within a bushfire prone area and <ul style="list-style-type: none"> ◦ has a total lot area greater than 1100m²; and ◦ has a BAL-40 or BAL-FZ rating; and <ul style="list-style-type: none"> • it is located within a Heritage Area; or • it contains a place on a Local Heritage List and/or State Register of Heritage Places; or • the development area on the property is affected by floodway and/or flood fringe; or • the property is within an Airport Noise Contour; or • the property is within or abutting the Swan River Trust Development Control Area; or • it is located within a Drainage Contribution Area.
General Rural Special Rural Swan Valley Rural Zones Rural Living Rural Residential Landscape and Resource	<ul style="list-style-type: none"> • The property is located within a bushfire prone area and <ul style="list-style-type: none"> ◦ has a total lot area greater than 1100m²; and ◦ has a BAL-40 or BAL-FZ rating; and <ul style="list-style-type: none"> • it is located outside of an approved Building Envelope or where no Building Envelope exists; or • 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 • the development area on the property is within a Flood Prone Area; or • the property is within an Airport 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
All other Zones	A planning application is always required for a single house

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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1. Is the subject property located within the vicinity of the Perth Airport or Pearce Navel Base and subjected to considerable Aircraft Noise levels? Yes No

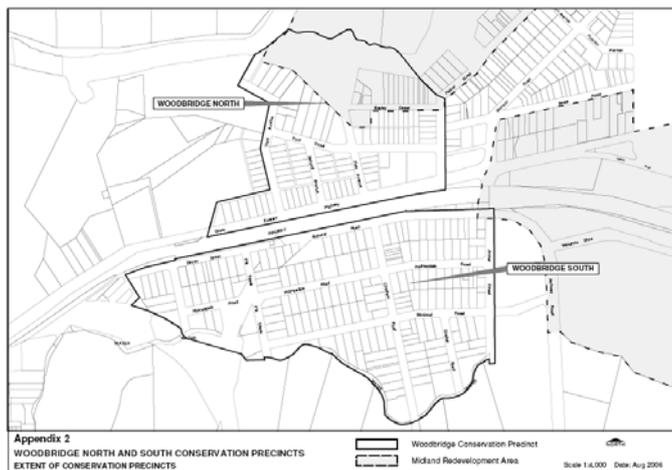
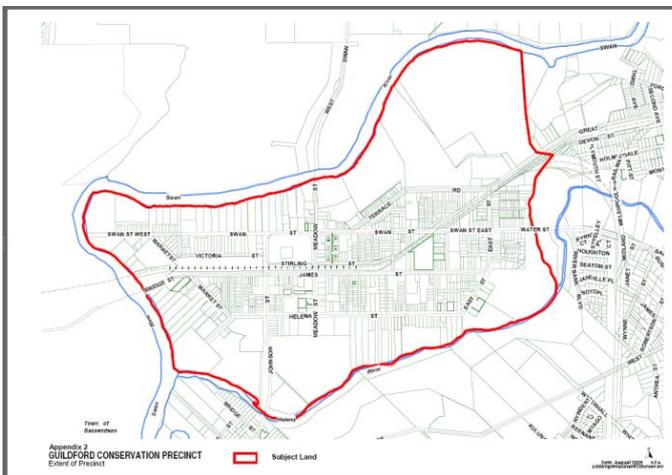
If yes, please note that the City of Swan may require the landowner/applicant to arrange for a Section 70A Notification being registered on the property's Certificate of Title which states the following:

The property is situated in the vicinity of Perth Airport, and is currently affected, or may in the future be affected, by aircraft noise. Noise exposure levels are likely to increase in the future as a result of increases in numbers of aircraft using the airport, changes in aircraft type or other operational changes. Further information about aircraft noise, including development restrictions and noise insulation requirements for noise-affected property, are available on request from the relevant local government offices.

2. Is the subject property located is the vicinity of the Swan River? Yes No
3. If yes, please estimate its distance from the Swan River in metres? _____
4. Is the subject property prone to flooding? Yes No
5. Is the subject property located within the Guildford or Woodbridge Heritage Areas (see below)? Yes No
6. Does the proposal comply with the City's boundary setback requirements? Yes No

The following Local Planning Policies specifically relate to Single House development and will assist you in determining whether your application complies with the City's setback requirements.

- [POL-TP-128 Building and Development Standards - Residential Zones](#)
- [POL-TP-126 Building and Development Standards - Rural Zones](#)
- [POL-C-111 Woodbridge Conservation Precinct](#) and [Appendix 1](#)
- [POL-C-106 Guildford Conservation Precinct](#) and [Appendix 2](#)



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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 1712015	Review Frequency	Needs basis - when statues, regulations or policy change.

Version	Decision Reference	Decision Date	Summary of Changes:
1	Coord. Stat. Planning Reform	18/08/2011	Created & published.
2	Coord. Stat. Planning Reform (Acting)	02/07/2014	Removed questionnaire & minor changes to checklist
3	Coord. Stat. Planning Reform	12/07/2016	Minor changes.
4	Coord. Stat. Planning Reform	05/10/2016	Minor changes.
5	Coord. Stat. Planning Reform	07/06/2017	Re-formatted and modified content to make it consistent with the new website content.
6	Coord. Stat. Planning Reform	14/05/2021	<ul style="list-style-type: none"> Changed the required number of plans from 3 to 1. Converted to PDF form.