



Development and Improvement Application Checklist

All Development and Improvement Applications must be accompanied by the following supporting material at the time of lodgement.

Assessment of applications may not be completed until all information is correctly received.

* For further detailed information on the minimum requirements for supporting material, refer to Rottnest Island Authority's (RIA) Development and Improvements Policy, Development Approval Process, and Development Planning Guidelines.

	Item Requirement	RIA Officer Check
1.	<p>Forms RIA Development and Improvements Application Form</p> <p><input type="checkbox"/> All sections completed <input type="checkbox"/> Signed by applicant</p>	
2.	<p>Type and Format of Development Plans *All new development, including improvements, alterations, refurbishments and landscaping, to be shown on the Development Plans.</p> <p><input type="checkbox"/> Site plan <input type="checkbox"/> Floor plans <input type="checkbox"/> Elevations and sections <input type="checkbox"/> One print copy (A1 or A0) set of plans scaled at 1:100 or 1:200 <input type="checkbox"/> One digital copy (A3 pdf format) set of plans</p>	
3.	<p>Development Plans must include:</p> <p><input type="checkbox"/> Title, author, and date <input type="checkbox"/> Scale and north point <input type="checkbox"/> Street names <input type="checkbox"/> Contours <input type="checkbox"/> Existing and proposed lease area and lease boundary <input type="checkbox"/> Ground levels of all existing and proposed buildings, walls, fences, retaining walls and any other structures <input type="checkbox"/> Existing buildings, or structures, including room layout and uses (existing and proposed), and including walkways, fencing, retaining walls <input type="checkbox"/> New buildings, or structures to be clearly delineated from existing, including room layout and uses, and including walkways, fencing and retaining walls <input type="checkbox"/> Buildings or structures for demolition or relocation <input type="checkbox"/> Alterations and setbacks to adjacent structures and existing infrastructure such as street trees, power poles, bike facilities, signage</p>	

	<ul style="list-style-type: none"> <input type="checkbox"/> Existing and proposed landscaping features <input type="checkbox"/> Location, type and size of any existing trees <input type="checkbox"/> Vegetation proposed to be relocated or removed <input type="checkbox"/> Overshadowing diagram of adjacent structures or use areas including streets, public spaces, vegetation <input type="checkbox"/> Pedestrian, cyclists, or vehicular access to the site for patrons and service areas, waste collection etc. And parking (if proposed) <input type="checkbox"/> The location, number and type of bicycle parking facilities intended to be provided <input type="checkbox"/> The location of all loading and unloading areas and facilities, storage areas and holding areas for goods and commodities <input type="checkbox"/> The layout of any areas on site to be used by vehicles demonstrating ingress and egress in forward gear 	
4.	<p>Streetscape and Amenity (including any proposed signage) Indicate any impact the proposed development on the appearance of adjacent streets, vegetation and buildings and overshadowing caused by the development.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coloured streetscape or photographic perspectives of the proposed development/signage superimposed in the existing landscape <input type="checkbox"/> Plans of all proposed signage including dimensions, elevations, location, colours, lettering, style <input type="checkbox"/> Details of attachments or installation methods for signage <input type="checkbox"/> Illumination (if proposed) details including type, lux levels, timing 	
5.	<p>Materials and Colours</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plans showing proposed internal and external colours and materials annotated with samples and shown on elevations/sections 	
6.	<p>Services and Utilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Survey of current services for the site including water, sewer, power, telecommunications <input type="checkbox"/> Data of proposed demand and impact to existing services, including projected load and flow increases <input type="checkbox"/> Plan showing any new connections and/or alignments to existing services and utilities 	
7.	<p>Public Facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing number of seating, shade, bike parking, public amenities shown on plan <input type="checkbox"/> Plan showing the proposed improvements to seating, shade, bike parking, public amenities <input type="checkbox"/> Written description of improvements to all public facilities and back of house to support the proposed increase in capacity <input type="checkbox"/> Staff accommodation requirements existing and proposed shown on plan 	

8.	<p>Supporting Documents</p> <p>Additional information or supporting material the applicant may deem appropriate to support the Development Application, including but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposal outline addressing RIA Development Planning Guidelines <input type="checkbox"/> Traffic Management Report <input type="checkbox"/> Construction Management Plan <input type="checkbox"/> Flora and Fauna Management Plan <input type="checkbox"/> Landscape Intent Plan <input type="checkbox"/> Waste Management Plan <input type="checkbox"/> Acoustic Report <input type="checkbox"/> Heritage Impact Study or Analysis <input type="checkbox"/> Public Drinking Water Source Protection <input type="checkbox"/> Other _____ 	
9.	<p>State Planning Policies (SPP) where applicable</p> <p>Assessment of the proposal against, but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> SPP 2.6 – Coastal Planning <input type="checkbox"/> SPP 3.4 – Natural Hazards and Disasters <input type="checkbox"/> SPP 3.7 – Bushfire Prone Areas 	
10.	<p>Referral information</p> <p>Please include copies of any referral advice and comments on the proposed development you have received from external Government agencies such as the Heritage Council of Western Australia.</p> <p>List referral items:</p> 	
11.	<p>Declaration</p> <p>Name of the person lodging the development application:</p> <p>I declare that all information provided is true and correct:</p> <p>Signature: _____ Date: _____</p>	