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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 your application may not be carried out until all information is correctly received.

*Please refer to RIA's *Development and Improvements Policy*, *Development Approval Process* and *Development Planning Guidelines* for further detailed information on the minimum requirements for supporting material

	ITEM REQUIREMENT	RIA officer check
1.	**Forms** **RIA Development and Improvements Application Form** ☐ All sections completed ☐ Signed by applicant	
2.	**Type and Format of Development Plans** **All new development, including improvements, alterations, refurbishments and landscaping, to be shown on the Development Plans.* ☐ Site Plan ☐ Floor Plan(s) ☐ Elevation(s) and sections ☐ 1 X hard copy set of plans, scaled at 1:100 or 1:200 on size A1 or A0 sheet; and ☐ 1 X digital copy (PDF format) set of plans scaled at A3	
3.	**Development Plans must include:** ☐ Title, Author and date ☐ scale and north point ☐ street name(s) ☐ contours ☐ existing and proposed lease area and lease boundary ☐ ground levels of all existing and proposed building(s), wall(s), fence(s), retaining wall(s) and any other structures ☐ existing building(s) and/or structure(s), including room layout and uses (existing and proposed), and including walkways, fencing, retaining walls ☐ new buildings and/or structures (to be clearly delineated from existing), including room layout and uses, and including walkways, fencing and retaining walls ☐ buildings and/or structures for demolition and /or relocation ☐ alterations and setbacks to adjacent structures and existing infrastructure (street trees, power poles, bike facilities, signage) ☐ existing and proposed landscaping features	

	☐ location, type and size of any existing trees ☐ vegetation proposed to be relocated or removed ☐ overshadowing diagram of adjacent structures or use areas including streets, public spaces, vegetation ☐ pedestrian, cyclists and/or vehicular access to the site for patrons and service areas, waste collection etc. and parking (if proposed) ☐ the location, number and type of bicycle parking facilities intended to be provided ☐ The location of all loading and unloading areas and facilities, storage areas and holding areas for goods and commodities ☐ The layout of any areas on site to be used by vehicles demonstrating ingress and egress in forward gear	
4.	**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. ☐ Coloured streetscape or photographic perspectives of the proposed development/signage superimposed in the existing landscape ☐ Plans of all proposed signage including dimensions, elevations, location, colours, lettering, style ☐Details of attachment and/or installation methods for signage ☐ Illumination (if proposed) details including type, lux levels, timing	
5.	**Materials and Colours** ☐ Plans showing proposed internal and external colours and materials annotated with samples and shown on elevations/sections	
6.	**Services and Utilities** ☐ Survey of current services for the site including water, sewer, power, telecommunications ☐ Data of proposed demand and impact to existing services, including projected load and flow increases ☐ Plan showing any new connections and/or alignments to existing services and utilities	
7.	**Public Facilities** ☐ Existing number of seating, shade, bike parking, public amenities shown on plan ☐ Plan showing the proposed improvements to seating, shade, bike parking, public amenities ☐ Written description of improvements to all public facilities and back of house to support the proposed increase in capacity ☐ Staff accommodation requirements existing and proposed shown on plan	

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8.	**Supporting Documents** Additional information or supporting material the Applicant may deem appropriate to support the Development Application, including but not limited to: ☐ Proposal outline addressing *RIA Development Planning Guidelines* ☐ Traffic Management report ☐ Construction Management Plan ☐ Flora and Fauna Management Plan ☐ Landscape Intent Plan ☐ Waste Management Plan ☐ Acoustic Report ☐ Heritage Impact Study/analysis ☐ Public Drinking Water Source Protection ☐ Other_____	
9.	**State Planning Policies (where applicable)** Assessment of the proposal against, but not limited to: ☐ SPP 2.6 – Coastal Planning ☐ SPP 3.4 – Natural hazards and disasters ☐ SPP 3.7 – Bushfire prone areas	
10.	**Referral information** Please include copies of any referral advice and comments on the proposed development you have received from external Government agencies (eg. Heritage Council of Western Australia) List referral items:	
11.	**Declaration** Name of person lodging the development application: I declare that all information provided is true and correct: Signature: Date:	