

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.	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 plans ☐ Elevations and sections ☐ One print copy (A1 or A0) set of plans scaled at 1:100 or 1:200 ☐ One digital copy (A3 pdf format) set of plans	
3.	Development Plans must include: ☐ Title, author, and date ☐ Scale and north point ☐ Street names ☐ Contours ☐ Existing and proposed lease area and lease boundary ☐ Ground levels of all existing and proposed buildings, walls, fences, retaining walls and any other structures ☐ Existing buildings, or structures, including room layout and uses (existing and proposed), and including walkways, fencing, retaining walls ☐ New buildings, or structures to be clearly delineated from existing, including room layout and uses, and including walkways, fencing and retaining walls ☐ Buildings or structures for demolition or relocation ☐ Alterations and setbacks to adjacent structures and existing infrastructure such as 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, 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 attachments 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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