

Development Planning Guideline

2. Development Plans

1. Guideline Objectives

The aim of the Development Planning Guideline is to provide developers with the design plan requirements Rottnest Island Authority (RIA) needs to enable an accurate and efficient assessment of a Development Application.

Development plans submitted with a development application must achieve a minimum standard of presentation, detail, and contain relevant information.

2. Scope

This Guideline and any associated procedures and forms applies to an application for development approval.

3. Development Planning Guideline Index

Development Plans accompanying a Development Application for approval are to:

- (a) Be provided as a hard copy, printed on A1 or AO sheets
- (b) Be available in soft copy, digital, dwg, and pdf format
- (c) Be drawn with black lines and characters on a white background
- (d) Be drawn to a scale of 1:100 or 1:200
- (e) Show all measurements in the metric system
- (f) Clearly illustrate and detail the proposed development in respect of all aspects of the development application applies
- (g) Provide for buildings in plan view, including at a minimum:
 - The location and proposed use of any existing buildings to be retained as part of the development
 - The location and use of buildings proposed to be constructed on the site
 - The location of buildings proposed to be demolished on the site
- (h) Provide a plan view of the existing and the proposed means of access for pedestrians and vehicles to and from the site:
 - During the development stage
 - As part of the completed development

- (i) Show the location, number, and type of bicycle parking facilities intended to be provided
- (j) Show the location and details of proposed areas for stacking, loading and unloading goods or commodities from vehicles, including the means of access to and from those areas:
 - During the development stage
 - As part of the completed development
- (k) Show the location, dimensions, design and particulars of proposed landscaping, including the retention of existing trees, vegetation, fences and walls
- (l) Include elevations, plans and sections of any building, infrastructure or landform proposed to be constructed, installed, improved, refurbished, or altered under the development
- (m) Include details of all materials proposed for construction and a schedule of finishes and external and internal colours
- (n) Indicate any impact of the proposed development on the appearance of adjacent streets, on vegetation, and buildings in adjacent streets and overshadowing caused by the development

4. Design Proposals and Concept Style Guides

Where RIA requests submissions to a proposed development as advertised and the submission requirement calls for conceptual plans, these will be presented in the format prescribed in that advertised proposal.

Conceptual plans may include sketches, portraits, designs and models that are not construed as a development plan and do not require scaled or dimensioned details. RIA will require, for the purpose of completing a development application, a suite of development plans that meet the requirements described in section 3 of this Guideline.

5. Roles and Responsibilities

All RIA officers, including Board members, are responsible for ensuring that a development proponent or an applicant for development approval has regard to this guideline in preparing either a conceptual plan or an application for development approval.

The following RIA roles have specific responsibilities for ensuring conformance with this Guideline:

- **Director Contracts and Planning**

Authority to withhold the acceptance and processing of a conceptual plan or development application received by RIA, whereby the conceptual plan or application is incomplete, or does not provide sufficient information as prescribed in provisions 3 and 4 of this Guideline

- **Development Planning Team**

Upon receipt by RIA, check a conceptual plan, or development application for completeness and compliance with this Guideline

6. Statutory Compliance and Relevant Documentation

This Guideline reflects the requirements of Clause 13 (1) of the *Rottnest Island Authority Act 1987*.

The powers and functions afforded by the relevant legislation applicable to this Guideline are detailed in RIA's Schedule of Delegations and Authorisations, under section 70, or regulation 55 of the *Rottnest Island Regulations 1988*.

7. Effective Date

This Guideline is effective from 1 July 2024.

8. Review Period

This Guideline is to be reviewed every three years.

9. Custodian

The Director Contracts and Planning is responsible for the development and maintenance of this Guideline.

10. Authorisation

This Guideline details Rottnest Island Authority's requirements to be addressed in the submission of the following:

- (a) A development plan accompanying an application for development approval
- (b) A conceptual plan as part of a submission responding to an advertised development proposal

11. Guideline Revision

Rev	Revision Description	Revision by	Date	Page
1	Reformatting this Guideline	Development Planning	20 December 2021	All
2	Reformatting this Guideline	Corporate Communications	1 July 2024	All