



ESSENTIAL REQUIREMENTS

Development Applications

The following information is required to be submitted to the Metropolitan Redevelopment Authority (MRA) to constitute a complete development application:

1. Form 1 – Application for Approval to Undertake Development

All sections must be completed including applicant and landowner signatures and the estimated cost of development (excluding GST).

2. Certificate of Title

The development application must be accompanied by a current copy of the Certificate of Title for the land on which the development is proposed.

3. Cover Letter

A cover letter outlining the proposal is to be provided with each application, including details of how the proposal responds to the MRA's planning framework (Redevelopment Scheme, Design Guidelines and Policies) and providing justification for any variations.

4. Six (6) copies of all plans, with at least one copy being A4 or A3 size and one digital PDF version provided on a CD where plans are larger than A3, including:

Site Plan

- Outlines lot boundaries, site levels, adjacent roads/streets, rights of way and easements.
- Provides site preparation details such as the location of any existing structures, any structures or trees to be demolished, areas to be cut and filled, street trees and power poles between the lot boundary and the road.
- Outlines any existing structures on adjoining lots, particularly the position of windows and open space areas (for proposals exceeding one storey).

Floor Plans

- A complete set of floor plans.

Elevation

- Details of materials, finishes and colours for all external surfaces including walls, roofs, gates, balustrades and any other external feature.
- Levels and heights of all floors and building roof.

Cross Sections (for proposals exceeding one storey)

- Details of internal layouts, dimensions and key features.

Perspective Sketch (for proposals exceeding one storey)

- Includes the proposed development and buildings and improvements on adjoining lots.

5. Development Application Fee

An application fee in accordance with the fee schedule of the *Metropolitan Redevelopment Authority Regulations 2011* applies. GST is not applicable to planning application fees.

Please be advised that the MRA can only accept cash or cheque payment with submission of a hard copy development application. EFT details may be available upon request.

6. Technical Report

Where relevant, the MRA may also require the submission of technical reports or documents which are to be prepared by a suitably qualified person at the applicant's expense. Four (4) sets of each report should be submitted with the application.

In accordance with regulation 18 of the *Metropolitan Redevelopment Authority Regulations 2011* the reports are to detail the proposed development's compliance or compatibility with aspects of the relevant Redevelopment Scheme, Design Guidelines or Policy, including but not limited to the following:

- Integration into the surrounding environment – eg: expected overshadowing, impact on streetscape, views or privacy;
- Traffic and transport matters – eg: impact on public transport, vehicle, bicycle or pedestrian networks;
- Heritage impact and conservation;
- Environmentally sensitive design;
- A premises management plan; and
- Justification or non-compliance with the relevant Redevelopment Scheme, Policies or Design Guidelines.

This document details the mandatory requirements for a development application only. You may be requested to submit additional plans and information relevant to the determination of your application.

To ensure the submission of a complete development application and the timely assessment of your proposal, you are encouraged to discuss your application with the MRA prior to making any formal submission. Please contact the MRA on 6557 0700 for further information or to make an appointment to discuss your application.