Applicant’s name……………………………………………………………………….

Applicant’s contact number……………………………………………………………

Address of proposal……………………………………………………………………

……………………………………………………………………………………………

Description of proposal………………………………………………………………..

…………………………………………………………………………………………...

……………………………………………………………………………………………

**Applications cannot be assessed until all required information is received.**

|  |  |
| --- | --- |
| **Planning Report** |  |
| Planning report is completed and includes the following: | Write Yes or No in each box |
| A current, signed lease/agreement with Fremantle Ports |  |
| A description of current and planned on-site activity/s |  |
| Hours and days of operation |  |
| Number of employees |  |
| Provision for growth of the business |  |
| On-site parking requirements for employees and visitors |  |
| Description of relationship of the activity to the Port of Fremantle |  |
| Compliance with the Planning Guidelines |  |
| On-site vehicle movements |  |
| Vehicle volume generation |  |
| Integration with surrounding and local transport network |  |
| Integration and reliance on wider transport network |  |
| Ability of vehicles to safely access the site |  |
| Details of any earthworks, excavations and/or dewatering requirements |  |
| **Electrical**  Please note that if the proposal involves a change to the electrical supply or service, and requires works to facilitate this, you need to apply for Planning Approval. | |
| **Plans** |  |
| Plans to include the following: | Write Yes or No in each box |
| All plans to be submitted in PDF and CAD format |  |
| Plans at a scale of either 1:100, 1:200 or 1:500 |  |
| Location of the site, including street names, lot number, north point and site dimensions |  |
| Setbacks |  |
| Site coverage |  |
| Crossovers |  |
| Fencing |  |
| Existing and proposed ground levels |  |
| Existing and proposed finished floor levels |  |
| Location, height and type of all existing structures and vegetation |  |
| Vehicle parking, access and on-site circulation |  |
| Vehicle loading/unloading areas |  |
| Landscaping |  |
| All building elevations, sections and internal floor plans with clear dimensions marked on the submitted plans |  |
| Signage including dimensions, materials, and colours |  |
| Services to the site |  |
| On-site stormwater drainage |  |

|  |  |
| --- | --- |
| **Environment** |  |
| If the following environment information is required, you must submit it when making application for Planning Approval: | Write Yes or No in each box |
| Construction Environmental Management Plan |  |
| Operational Environmental Management Plan |  |