

Development Application Checklist



Property Address Details:			
ITEM	INFORMATION REQUIREMENTS	APPLICANT USE ONLY <small>(Tick each accordingly)</small>	SHIRE USE ONLY <small>(Tick each accordingly)</small>
1	Completed <i>Application for Development Approval</i> form signed by the applicant as well as the landowner/s (Note: The signature/s of all landowners listed on the Certificate of Title for the subject land is compulsory).		
2	Plans prepared at a scale of not less than 1:500.		
3	Plans have a north point & show street name/s, lot boundaries & all lot boundary dimensions.		
4	Plans showing all existing natural ground levels and proposed new ground levels over the whole site including existing and proposed finished floor levels for all buildings, structures, parking areas, driveway/s and crossover/s.		
5	Plans showing the location, height, type, materials and finish of all existing structures on the land including boundary fences and retaining walls.		
6	Plans showing all buildings, structures and other improvements including vegetation proposed to be removed.		
7	Plans showing all buildings, structures and other improvements proposed to be constructed, modified or upgraded including their areas, dimensions, external surface materials/finishes and colours (including suitably scaled elevation drawings).		
8	Plans showing all existing and proposed means of access for pedestrians and vehicles to and from the site including pathways, crossovers and driveways and their surface treatments.		
9	Plans showing the location, number, dimensions and layout of all existing and/or proposed on-site car parking bays.		

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10	Plans showing the location and dimensions of any area/s proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas.		
11	Plans showing the location, dimensions and surface treatments for any existing or proposed open storage or trade display area/s.		
12	Plans showing the location of all existing infrastructure and street trees in the road verge area immediately abutting the site.		
13	Plans showing all new landscaping proposed to be installed (including details of plant species) and any existing landscaping proposed to be retained (i.e. grouped dwellings, commercial & industrial developments only).		
14	A pre-calculation plan is provided for all grouped dwelling development proposals (i.e. a suitably scaled plan shows areas & dimensions for all proposed new strata lots).		
15	Plan/s showing the location and extent of any proposed overshadowing on adjoining properties (residential development proposals only).		
16	For all proposed new advertising signs, a completed and signed <i>Additional Information for Development Approval for Advertisements</i> form as well as plans showing the location, dimensions, external surface materials/finishes and colours for all existing and proposed new advertising signage.		
17	A completed Bushfire Attack Level (BAL) assessment prepared by an accredited Level 1 BAL Assessor or Bushfire Planning Practitioner, unless otherwise exempted in the <i>Guidelines for Planning in Bushfire Prone Areas</i> (WAPC 2015, as amended).		