## APPLICATION FOR DEVELOPMENT APPROVAL - CHECKLIST

All applications to commence development must be accompanied by a completed checklist.

Incomplete applications will be returned to the applicant with a list of outstanding items

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| --- | --- | --- | --- |
| Information | When is it required | Provided (applicant to complete) Y/N | N/A |
| Application for Development Approval | Always |  |  |
| Owners Consent | Always |  |  |
| Payment of relevant fees | Always |  |  |
| Current copy of the property's Certificate of Title (no older than three months) | Always |  |  |
| A site feature survey | Always |  |  |
| A site plan drawn to scale | Always |  |  |
| Floor plans drawn to scale | Always |  |  |
| Elevation plans drawn to scale | Always |  |  |
| Statement identifying any design elements which do not satisfy the Improvement Scheme, relevant Improvement Scheme policies or block specific building requirements of relevant design guidelines, including written justification outlining how the proposal meets the design objectives of the Scheme and the design guidelines | Where variation is sought |  |  |
| A report on any specialist studies such as site surveys or traffic, heritage, environmental, engineering or urban design | Where applicable |  |  |
| Bushfire Attack Level (BAL) assessment | Where application is in bushfire prone area |  |  |
| Estate architect's endorsement letter | Always |  |  |

\* Please refer to the back of this form for the information that should be included in the plans

**Applicant declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I have provided all of the information as outlined above with my application. I am aware that the WAPC may require additional information to process my application.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Office Use Only:**  Accepted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

What information should be included on my plans

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| --- | --- |
| **Development Plans**  A plan or plans showing (where applicable):   * The location of the site including street names, lot numbers, north point and the dimensions of the site; * The existing and proposed ground levels over the whole of the land the subject of the application; * The location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site; * The structures and environmental features that are proposed to be removed; * The existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on site; * The existing and proposed means of access for pedestrians, and vehicles to and from the site; * The location, number, dimensions and layout of all car parking spaces intended to be provided; and the location and dimensions of any area 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; * The location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area; * The nature and extent of any open space and landscaping proposed for the site. | |
| **Floor Plans**   * A plan of every storey showing floor levels; * Internal layout showing rooms, windows and doors; * Roof/eaves lines; * Total floor areas in square metres; * Setbacks to all boundaries on all sides; * Cone of vision from major openings as it relates to adjoining properties | **Elevations**   * Elevations of each side of the proposed development; * Natural and proposed ground and finished floor levels (relative to nominated datum point of AHD); * Wall heights and roof heights; * Cross sections through any proposed areas of excavation or filling; * Proposed materials, colours and finishes of the exterior of the building. |