

Development Application Checklist

Submission Options:

1. Via Email: info@sop.wa.gov.au (Preferred Method)
Please note that the Shire is moving towards a paperless environment and therefore it is encouraged to submit via email.
2. In Person: 22-24 Lowood Road, Mount Barker WA 6324 (Admin Building) (Preference for A3 Plans)
3. Via Post: PO Box 48, Mount Barker WA 6324 (Preference for A3 Plans)

| Requirements | Tick |
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| Application Form for Development Approval (Signed by all owners as per Certificate of Title) (If owner is a Company - Sole Director or a Director and Secretary or a minimum of two Directors as relevant to Company to sign) | |
| Appropriate Fee invoice for fee will follow acceptance of application | |
| Current copy of Certificate of Title with Diagram and Strata Plan where applicable – These can be obtained from www.landgate.wa.gov.au | |
| Strata Body in the case a strata body exists over the lot, a letter of consent for the proposal is to be provided by the strata body with the application | |
| Written Statement/Justification Letter <ul style="list-style-type: none"> • Full details of the use/development • Compliance with Scheme/R-Codes/Policies • Justification for any variations • Any further information that the Shire may reasonably require to better understand the proposed development | |
| Location Plan (Applicable to larger lots i.e. over 1 hectare to show Site Plan Location) <ul style="list-style-type: none"> • Show entirety of lot • Show proposal location on site with relevant setbacks from boundary lines • Street name(s), lot number(s), north point and the dimensions of the property boundaries. • Building Envelope including dimensions, setbacks from boundaries, natural features (Where applicable) • Proposed/Existing Vehicular Access (Crossover) location • *Can be inset on Site Plan* | |
| Site Plan (Scale 1:100, 1:200 or 1:500 is acceptable) <ul style="list-style-type: none"> • Feature and Contour Survey- Existing levels (contours) and proposed floor/ground levels including any filling or excavation of the site • Building Envelope including dimensions, setbacks from boundaries, natural features (Where applicable) • All existing & proposed structures on site including setbacks to boundaries and between buildings (If applicable) (e.g. house, sheds, swimming pool, water tanks, etc) • Street name(s), lot number(s), north point and the dimensions of the property. • Location and details of effluent disposal system (if applicable) • All existing trees close to the proposed structures or driveways and any proposed Landscaping/Tree Planting • Any water courses (rivers, creeks or streams) or drainage lines • Existing and proposed driveways, location of on-site parking and other paved or impervious areas • Proposed stormwater management devices (pipes, drains, basins, tanks, dams) • Existing and proposed fencing (height & materials) | |

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| <p>Floor Plan (Scale 1:100, 1:200 or 1:500 is acceptable)</p> <ul style="list-style-type: none"> • The layout of the building (including dimensions) • Position of openings (doors, windows) • Finished Floor Levels | |
| <p>Elevations (Scale 1:100, 1:200 or 1:500 is acceptable)</p> <ul style="list-style-type: none"> • Views from all sides • Wall and ridge heights • Dimensions of Major Openings (windows) • Finished floor level(s), relative to natural ground level • Schedule/detail of finishes/materials (including external colour of any Outbuildings) | |
| <p>Bushfire Prone Areas If you are building within these areas you should contact a Bushfire Consultant.</p> <ul style="list-style-type: none"> • Bushfire Attack Level Report • Bushfire Management Plan (where applicable) | |
| <p>Proposed Businesses & Change of Use Applications to also include</p> <ul style="list-style-type: none"> • Hours and days of operations • Numbers of staff and clients • Car Parking Details • Frequency of delivery/collection of goods • Details of any signage • Preparation or sale of food (where applicable) • Equipment or machinery to be used | |
| <p>Tourist Accommodation & Short Stay Accommodation Applications to also include Proposals for tourist/short stay accommodation shall include a management plan which addresses:</p> <ul style="list-style-type: none"> • Control of Noise and other disturbances • Complaints management procedures • Security of guests, visitors and neighbours • Control of anti-social behaviour and potential conflict between tourists/guests/visitors and permanent residents of the area • Car parking for guests and visitors • Number of bedrooms and beds • Contact details of Owner and Keeper/Manager <p>If Bushfire Prone:</p> <ul style="list-style-type: none"> • A Bushfire Emergency Evacuation Plan (BEEP) (By an accredited Bushfire Practitioner) | |
| <p>Additional Requirements (Where applicable)</p> <ul style="list-style-type: none"> • Waste Management Plan • Acoustic Report/Noise Management Plan • Landscape Plan • Traffic Impact Assessment/Statement • Parking Management Plan | |

Notes:

- Applications will only be accepted if they are accompanied by the complete package of information as detailed above, including this Checklist, and signed by the Applicant below
- The above information is required to enable an initial assessment of the application only. If required, the Shire may make a further request for additional supporting information to facilitate the assessment process.

Applicant Name

Applicant Signature

Date