

DEVELOPMENT APPLICATION CHECKLIST

How to submit an application for development (planning) approval:

1. Via Email: info@sop.wa.gov.au
(preferred method – we are moving towards a paperless working environment)
2. In Person: 22-24 Lowood Road, Mount Barker WA 6324 (Administration Building)
(preference for A3 Plans)

Applications will only be accepted if they contain all the information necessary for a planning assessment to be completed including a signed and completed application form, this checklist, and the plans and details outlined below.

Please contact our Planning & Development Services team if you have any questions about the information needed to apply.

Please see the [Building & Planning Services Directory](#) for contact details for consultants and services for technical documents.

Application Requirements	Tick
Application Form for Development Approval – signed by all owners as per the Certificate of Title (if owner is a company, signed by a Sole Director, Director and Secretary, or minimum of two Directors)	
Application Fee (invoice for fee will follow acceptance of application)	
Current copy of Certificate of Title – with Diagram and Strata Plan where applicable (can be obtained from www.landgate.wa.gov.au)	
Strata Body consent – if the proposal affects common property a letter of consent 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 from development standards • Any further information to describe the proposed development 	
Property/ Location Plan – for larger lots (i.e. over 1 hectare) <ul style="list-style-type: none"> • Show entire lot and location of proposal (or inset of Site Plan location) • Street name(s), lot number(s), north point and property dimensions • Building Envelope location (including dimensions and lot boundary setbacks) • Proposed/existing vehicular access (including crossover to street) 	
Site Plan (Scale 1:100, 1:200 or 1:500) for the location of the development: <ul style="list-style-type: none"> • Street name(s), lot number(s), north point and property dimensions • Building Envelope including dimensions, setbacks from boundaries • Natural ground levels and natural features (according to a feature survey) • Proposed ground levels, including any filling or excavation of the site • All existing & proposed structures on site (e.g. house, sheds, tanks, etc) • Distances between proposed buildings, existing buildings and boundaries • Location and details of wastewater management system (if applicable) • Existing trees and vegetated areas, proposed landscaping/ tree planting • Any water courses (rivers, creeks or streams) or drainage lines • Existing and proposed driveways, car parking and other paved areas • Proposed stormwater management (eg. soakwells, basins, tanks, dams) • Existing and proposed fencing (height & materials) 	

Building/s Floor Plan (Scale 1:100, 1:200 or 1:500)

- Layout of the building (including dimensions)
- Position of openings (doors, windows)
- Finished Floor Levels

Building/s Elevations (Scale 1:100, 1:200 or 1:500)

- Views of building/s from all sides
- Finished floor level(s), relative to natural ground level
- Wall and ridge heights
- Location and size of windows and doors
- Details of materials/ finishes (including external colours)

Bushfire Prone Areas

- Bushfire Attack Level (BAL) assessment report – for any habitable building
- Bushfire Management Plan (where applicable)

Note: Must be prepared by an accredited bushfire consultant.

Proposed Businesses & Change of Use applications to also include details of:

- Hours and days of operations
- Numbers of staff and clients
- Car parking and traffic movements (including staff, customers and deliveries)
- Business and advertising signage
- Equipment or machinery to be used
- Preparation or sale of food (if applicable)

Tourist Accommodation & Short Stay Accommodation applications are required to include a management plan detailing:

- 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 staff, guests and visitors
- Number of bedrooms and beds
- Contact details of owner/s and manager/s

If the property is within a designated 'bushfire prone' area:

- Bushfire Management Plan (BMP)
- Bushfire Emergency Evacuation Plan (BEEP)

Note: Must be prepared by an accredited bushfire consultant.

Additional Requirements (if applicable)

- Waste Management Plan
- Acoustic Report/Noise Management Plan
- Landscape Plan
- Traffic Impact Assessment/Statement
- Parking Management Plan

Note: Please contact our Planning & Development Services team if you are not sure whether any of these requirements will apply to your proposal.

Applicant Name

Applicant Signature

Date

APPLICATION FOR DEVELOPMENT (PLANNING) APPROVAL

Plans for the proposed development and an Application Fee are required to accompany this Form. Refer to Development (Planning) Application Checklist and current Fee Schedule.

OWNER DETAILS:

Name:			
ABN (if applicable):			
Contact person for correspondence:			
Address (for correspondence)			
	Postcode:		
Phone – Work:	Mobile:		
Phone – Home:	Email:		
Signature:	Date:		
Signature:	Date:		

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

APPLICANT DETAILS (if different from owner):

Name:			
Address (for correspondence)			
	Postcode:		
Phone – Work:	Mobile:		
Phone – Home:	Email:		
Contact person for correspondence:			
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</p> <p>Yes No</p>			
Signature:	Date:		

PROPERTY DETAILS			
House/Street/Rural Road No:	Lot No:	Location No:	
Diagram or Plan No:	Vol. No:	Certificate of Title Folio:	
Title encumbrances (e.g. easements, restrictive covenants):			
Street name:	Suburb/Locality:		
Nearest street intersection:			
PROPOSED DEVELOPMENT			
Nature of development:	Works	Use	Works and use
Description of proposed works and/or land use: <i>Including size, material, colours and how the property/building is proposed to be used.</i>			
Is an exemption from development claimed for part of the development?		Yes	No
If yes, is the exemption for:	Works	Use	
Description of exemption claimed (if relevant): <i>Refer Clause 61, Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>			
Nature of any existing buildings and/or land use:			
Approximate cost of proposed development:			
Estimated time of completion:			
OFFICE USE ONLY			
Acceptance Officer's initials:	Date received:		
Application Fee: Amount \$:	Receipt No.		
Shire of Plantagenet Assessment No:	Planning Reference No:		