

# DEVELOPMENT APPLICATION CHECKLIST

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

1. Via Email: [info@sop.wa.gov.au](mailto: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
<b>Application Form for Development Approval</b> – 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)	
<b>Application Fee</b> (invoice for fee will follow acceptance of application)	
<b>Current copy of Certificate of Title</b> – with Diagram and Strata Plan where applicable (can be obtained from <a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a> )	
<b>Strata Body consent</b> – if the proposal affects common property a letter of consent is to be provided by the strata body with the application	
<b>Written Statement/Justification Letter</b> <ul style="list-style-type: none"> <li>• Full details of the use/development</li> <li>• Compliance with Scheme/R-Codes/Policies</li> <li>• Justification for any variations from development standards</li> <li>• Any further information to describe the proposed development</li> </ul>	
<b>Property/ Location Plan</b> – for larger lots (i.e. over 1 hectare) <ul style="list-style-type: none"> <li>• Show entire lot and location of proposal (or inset of Site Plan location)</li> <li>• Street name(s), lot number(s), north point and property dimensions</li> <li>• Building Envelope location (including dimensions and lot boundary setbacks)</li> <li>• Proposed/existing vehicular access (including crossover to street)</li> </ul>	
<b>Site Plan</b> (Scale 1:100, 1:200 or 1:500) for the location of the development: <ul style="list-style-type: none"> <li>• Street name(s), lot number(s), north point and property dimensions</li> <li>• Building Envelope including dimensions, setbacks from boundaries</li> <li>• Natural ground levels and natural features (according to a feature survey)</li> <li>• Proposed ground levels, including any filling or excavation of the site</li> <li>• All existing &amp; proposed structures on site (e.g. house, sheds, tanks, etc)</li> <li>• Distances between proposed buildings, existing buildings and boundaries</li> <li>• Location and details of wastewater management system (if applicable)</li> <li>• Existing trees and vegetated areas, proposed landscaping/ tree planting</li> <li>• Any water courses (rivers, creeks or streams) or drainage lines</li> <li>• Existing and proposed driveways, car parking and other paved areas</li> <li>• Proposed stormwater management (eg. soakwells, basins, tanks, dams)</li> <li>• Existing and proposed fencing (height &amp; materials)</li> </ul>	

<p><b>Building/s Floor Plan</b> (Scale 1:100, 1:200 or 1:500)</p> <ul style="list-style-type: none"> <li>• Layout of the building (including dimensions)</li> <li>• Position of openings (doors, windows)</li> <li>• Finished Floor Levels</li> </ul>
<p><b>Building/s Elevations</b> (Scale 1:100, 1:200 or 1:500)</p> <ul style="list-style-type: none"> <li>• Views of building/s from all sides</li> <li>• Finished floor level(s), relative to natural ground level</li> <li>• Wall and ridge heights</li> <li>• Location and size of windows and doors</li> <li>• Details of materials/ finishes (including external colours)</li> </ul>
<p><b>Bushfire Prone Areas</b></p> <ul style="list-style-type: none"> <li>• Bushfire Attack Level (BAL) assessment report – for any habitable building</li> <li>• Bushfire Management Plan (where applicable)</li> </ul> <p><i>Note: Must be prepared by an accredited bushfire consultant.</i></p>
<p><b>Proposed Businesses &amp; Change of Use</b> applications to also include details of:</p> <ul style="list-style-type: none"> <li>• Hours and days of operations</li> <li>• Numbers of staff and clients</li> <li>• Car parking and traffic movements (including staff, customers and deliveries)</li> <li>• Business and advertising signage</li> <li>• Equipment or machinery to be used</li> <li>• Preparation or sale of food (if applicable)</li> </ul>
<p><b>Tourist Accommodation &amp; Short Stay Accommodation</b> applications are required to include a management plan detailing:</p> <ul style="list-style-type: none"> <li>• Control of noise and other disturbances</li> <li>• Complaints management procedures</li> <li>• Security of guests, visitors and neighbours</li> <li>• Control of anti-social behaviour and potential conflict between tourists/guests/visitors and permanent residents of the area</li> <li>• Car parking for staff, guests and visitors</li> <li>• Number of bedrooms and beds</li> <li>• Contact details of owner/s and manager/s</li> </ul> <p>If the property is within a designated 'bushfire prone' area:</p> <ul style="list-style-type: none"> <li>• Bushfire Management Plan (BMP)</li> <li>• Bushfire Emergency Evacuation Plan (BEEP)</li> </ul> <p><i>Note: Must be prepared by an accredited bushfire consultant.</i></p>
<p><b>Additional Requirements</b> (if applicable)</p> <ul style="list-style-type: none"> <li>• Waste Management Plan</li> <li>• Acoustic Report/Noise Management Plan</li> <li>• Landscape Plan</li> <li>• Traffic Impact Assessment/Statement</li> <li>• Parking Management Plan</li> </ul> <p><i>Note: Please contact our Planning &amp; Development Services team if you are not sure whether any of these requirements will apply to your proposal.</i></p>

Applicant Name

Applicant Signature

Date

Shire of Plantagenet, 22-24 Lowood Road (PO Box 48), Mount Barker WA 6324  
**Phone:** (08) 9892 1111 **Email:** [info@sop.wa.gov.au](mailto:info@sop.wa.gov.au) **Web:** [www.plantagenet.wa.gov.au](http://www.plantagenet.wa.gov.au)

## 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: _____
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i></p> <p><i>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).</i></p>			
APPLICANT DETAILS (if different from owner):			
Name: _____			
Address (for correspondence) _____			
			Postcode: _____
Phone – Work: _____		Mobile: _____	
Phone – Home: _____		Email: _____	
Contact person for correspondence: _____			
<p><i>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</i></p> <p style="text-align: right;">Yes      No</p>			
Signature: _____		Date: _____	

PROPERTY DETAILS			
House/Street/Rural Road No:		Lot No:	Location No:
Diagram or Plan No:	<div>Certificate of Title</div> <div>Vol. No: Folio:</div>		
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:	