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# CHECKLIST APPLICATIONS FOR DEVELOPMENT APPROVAL

## PLEASE NOTE:

When using this checklist, please ensure that ALL requirements have been met **before** the application is lodged as we may not be able to accept your application. Not all development requires Development Approval (planning), **the landowner/applicant should always check with the Shire's Planning staff to determine whether Development Approval is required or not.**

Where relevant, a Development Approval Application **MUST** have been approved prior to the lodgement of Building Permit Application. The Shire will **NOT** accept a Building Permit Application at the time of a Development Application being submitted.

Depending on the nature of your proposal, you may require other information in addition to the standard list below (see page 2). These may include food registrations, health registrations, permits or approvals from other authorities.

The Shire accepts no liability for the cost of relocating services that may be required as a consequence of a proposed development. It is the applicant's responsibility to liaise with and obtain the relevant approvals / permits from various service providers (such as Water Corporation, Western Power etc.) for the proposed development. Where overhead power lines exist, it is strongly recommended that applicants contact Western Power prior to submitting development applications, particularly with regard to setback requirements.

## APPLICATION FEES

The appropriate fee for your application is dependent on the development cost. The development cost is the estimated total cost to construct the development, including car parking and landscaping, but does not include the value of the land or construction finance costs.

### CHECKLIST

<input type="checkbox"/>	<b>Application for Development Approval</b> – See <a href="https://www.chittering.wa.gov.au/developmentapproval">https://www.chittering.wa.gov.au/developmentapproval</a>
<input type="checkbox"/>	<b>A form of payment for the fees</b>
<input type="checkbox"/>	<b>Certificate of Title</b> (and a <i>lot diagram of survey</i> ) of the subject lot/s which shows all boundaries and easements/covenants on the land.
<input type="checkbox"/>	<b>Site Plan</b> <ul style="list-style-type: none"> <li>Scaled and dimensioned with the scale noted on them.</li> <li>Street, lot number and street/road name</li> <li>North point</li> <li>Existing and proposed buildings, showing areas that are to be retained and the areas to be demolished (if applicable)</li> <li>Existing and proposed uses</li> <li>Natural, existing and proposed ground and finished floor levels (<i>Relative to nominated datum point or AHD</i>) Note: Brick courses will be acceptable for minor nature development</li> <li>Access points: driveways and/or right of way access and pedestrian access.</li> <li>Boundaries and lot dimensions</li> <li>Setbacks to all boundaries</li> <li>Details and location of any fencing</li> <li>Location, layout and dimension of any car parking area, including loading bays.</li> <li>Outline of all existing buildings/structures on adjoining properties.</li> <li>Street verge including; street verge trees, power poles, drainage pits, manholes, crossovers, footpaths, and any other obstructions.</li> <li>Location of any easements.</li> <li>Location of existing and/or proposed Septic/ATU location.</li> </ul>
<input type="checkbox"/>	<b>Floor/Layout Plans</b> <ul style="list-style-type: none"> <li>Scaled and dimensioned with the scale noted on them.</li> <li>A plan of every storey with floor levels (RL or AHD).</li> <li>Internal layout showing existing and proposed, doors/windows and room names</li> <li>Roof/eaves lines</li> <li>Total floor area in square metres</li> <li>Setbacks to all boundaries on all sides</li> </ul>
<input type="checkbox"/>	<b>Elevation Plans</b> <ul style="list-style-type: none"> <li>Scaled and dimensioned with the scale noted on them.</li> <li>All four elevations are to be submitted with description/heading of each elevation (or 3 for minor nature development).</li> <li>Natural and proposed ground and finish floor levels (Relative to nominated datum point of AHD).</li> <li>Overall height dimension, shown from NGL to ridge.</li> </ul>
<input type="checkbox"/>	<b>A Written Submission</b> <ul style="list-style-type: none"> <li>Providing justification for any non-compliant items</li> <li>Outline of the proposed development.</li> </ul>

**Please see the next page for further requirements if you are doing a:**

- Residential Development**
- Commercial or Industrial Development**
- A Home Business or Change of Use**
- Signage or advertisement on private land**

### PROPOSALS REQUIRING ADDITIONAL INFORMATION

The following types of proposals require information to be submitted in addition to the list on page two.

#### Residential Proposals

- Building envelope location and proposal in relation to the envelope
- Bushfire Attack Level (BAL) Assessment completed by an appropriately qualified independent BAL consultant.
- If the BAL rating is above BAL-Low (i.e. BAL-12.5 – BAL-FZ), a Bushfire Management Plan is required.

#### Commercial / Industrial Proposals

- Location and dimension of all car parking bays (including visitor bays, loading bays, manoeuvring areas).
- Landscaping plan and details.
- Traffic Impact Study, if applicable.
- Floor area(s) for each different use.
- Signage details, if applicable.
- Bin storage locations and details.
- Transformer locations and details.
- Appendices: additional information as required e.g. letter of support from Department of Agriculture of specialist consultant.
- Bushfire Attack Level (BAL) Assessment completed by an appropriately qualified independent BAL consultant.
- Bushfire Management Plan required if BAL rating is above BAL-Low (i.e. BAL-12.5 – BAL-FZ)
- Management Plan: ways of reducing hazards of bushfire, waste disposal, conserving soil, preventing erosion, preserving trees, preventing nutrients getting into water, control of sediments, dust, flies.

#### Change of Use / Home Business

- A written submission including details of the following:
  - Nature of the activity;
  - Proposed hours and days of operation;
  - Maximum expected number of employees at any one time;
  - Maximum number of expected visitors / customers / clients at the premises at any given time; and
  - Any equipment to be used (include machines, amplifiers etc.).

#### Rural Pursuits (Keeping of Animals)

- Property Management Plan prepared in accordance with *Local Planning Policy 24 – Stocking Rates* (see <https://www.chittering.wa.gov.au/documents/local-planning-policies>)

#### Signage/Advertisements on Private Land

- Completed and signed 'Additional Information for Development Approval for Advertisements' - See <https://www.chittering.wa.gov.au/developmentapproval>
- A photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be
- Location of the proposed signage shall be identified on the site plan.
- Location of the proposed signage on relevant building façade(s) shall be shown and include the following:
  - Dimensions of proposed signage (width, depth and area in square metres); and
  - Height from natural ground level to underside of all signage.