



DEVELOPMENT APPLICATION CHECKLIST

Planning, Health & Building

The Shire is seeking to improve the effectiveness and efficiency of its Development Approval Process. It has found that one of the major contributing factors to delays in assessing applications is that the application is incomplete when originally lodged.

In an attempt to make this process as user friendly as possible, the Shire of Chittering asks that you read the following information and complete the easy to use checklist to ensure that ALL requirements have been met **before the application is lodged**.

Please note that incomplete applications may not be accepted and may be returned to the applicant until such time as all the details are provided. Applications do not always need planning approval, it's best to check with the Development Services Department prior to lodging any application.

PLANNING APPLICATIONS

All applications to be accompanied by:

- Schedule Seven for Planning Approval** completed and signed by all owners and applicants.
- One (1) copy of the **Certificate of Title** (and a *lot diagram of survey*) of the subject lot/s which shows all boundaries and easements/covenants on the land.*
- Two (2) A3 copies of scaled and dimensioned plans of which the scale is to be noted on them. (Please note: an extra 2 sets of plans are required if the works require referral or determination by an external authority)
- Planning application fee (refer to Schedule of Fees and Charges)
- A written submission providing justification for any non-complying items, and outlining the proposed development.

1. SITE PLAN (Scale 1:100 or 1:200)

- Street, lot number and street/road name
- North point
- Existing and proposed buildings, showing areas that are to be retained and the areas to be demolished (if applicable)
- Existing and proposed uses*
- Natural, existing and proposed ground and finished floor levels (*Relative to nominated datum point or AHD*) Note: Brick courses will be acceptable for minor nature development.
- Access points: driveways and/or right of way access and pedestrian access
- Boundaries and lot dimensions
- Setbacks to all boundaries
- Details and location of any fencing
- Location, layout and dimension of any car parking area, including loading bays

- Outline of all existing buildings/structures on adjoining properties*
- Street verge including; street verge trees, power poles, drainage pits, manholes, crossovers, footpaths, and any other obstructions
- Location of any easements

Please note that applications for developments of a minor nature such as patios, garages, carports and front fences are not required to submit the information tagged with an Asterisk (*).

A Certificate of Title is to be submitted where a proposal involves land burdened by a strata scheme, common property, drainage easements, memorials and restrictive covenants.

Plans not drawn in ink, double sided plans or plans submitted on tracing paper will not be accepted.

2. FLOOR PLAN (Scale 1:100 or 1:200)

- A plan of every storey with floor levels (RL or AHD)
- Internal layout showing existing and proposed, doors/windows and room names*
- Roof/eaves lines*
- Total floor area in square metres*
- Setbacks to all boundaries on all sides*

3. ELEVATIONS (Scale 1:100 or 1:200)

- All four elevations are to be submitted with description/heading of each elevation (or 3 for minor nature development)
- Natural and proposed ground and finish floor levels (*Relative to nominated datum point of AHD*)
- Overall height dimension to be shown from NGL to ridge



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In addition, the following information is also required for the specific applications as described.

Residential Proposals (Inc. 1, 2, 3)

- Building envelope location and proposal in relation to the envelope
- Bushfire Attack Level (BAL) Assessment completed by an appropriately qualified BAL consultant

Commercial / Industrial / Extractive Industry 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
- 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 (Inc. 1, 2, 3)

- 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
 - Any equipment to be used (include machines, amplifiers etc.)

NOTE: Both a current and proposed Floor Plan is required; Elevations are NOT required for a Change of Use application, where there are no alterations or additions proposed to the external elevation.

Change of Use (Inc. 1, 3)

- Completed and signed Schedule 8 form 'Additional Information for Signs' – along with the Schedule 7 form
- In addition to the requirements overleaf, the location of the proposed signage shall be identified on the site plan
- In addition to the requirements overleaf the 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)
 - Height from natural ground level to underside of all signage
- Provision of signage details, including:
 - Proposed colours, method of illumination and any lettering proposed
 - Percentage of assign area in relation to the wall or building façade where proposed.



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DEVELOPMENT ASSESSMENT PANELS (DAP)

- Development Assessment Panels (DAP) are an independent decision making body which determines certain development applications in place of Local Government or the Western Australian Planning Commission. A mandatory application must be determined by a DAP if the proposed development has an estimated cost of over \$10 Million.
 - Between \$2 Million - \$10 Million – Optional, to be determined by the Shire or the DAP, depending on the Applicant.
 - More than \$10 Million – To be determined by the DAP

NOTES

- 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.
- Prior to lodging an application it is suggested you review *Town Planning Scheme No. 6* as well as the Shire's Policies as they may contain information that affects your proposal.
- Fees & Charges – to determine the application fee please refer to Development Services Schedule of Fees and Charges, which can be viewed at the Shire of Chittering website or at the Shire's Administration Office on 9576 4600.
- In addition to obtaining Planning Approval, approvals or exemptions may be required from other Authorities or Council departments. Depending on the nature of your proposal, these may include food or health registrations, building permits or approvals from water and other service authorities.
- **Where relevant, a Development 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.**

Applicant's full name:

Applicant's signature:

Date:

Accepting Officers full name:

Accepting Officers signature:

Date:

SERVICES AND INFRASTRUCTURE PLEASE READ

The Shire accepts no liability for the cost of relocation 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.



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HEALTH APPLICATIONS

Once planning has been approved (if applicable), then residential applications need to obtain a health approval for their property. It is recommended that you contact the Shire of Chittering's Principal Environmental Health Officer before lodging any applications to ensure you are choosing the right system and method for your property.

All applications must include:

- Completed and signed copy of the latest version of the "Application to Construct or Install an Apparatus for the Treatment of Sewage"
- Enclosed application fee of \$236 (Plans requiring Department of Health approval will incur an additional fee payable to the Department of Health - see details on the application form)
- Two (2) copies of a site plan with the following details:
 - boundaries including building envelope (if applicable)
 - setbacks from boundaries
 - all buildings and structures
 - driveways
 - swimming pool
 - sheds
 - plumbing reticulation lines
 - septic tanks or ATU
 - pump pits (if relevant)
 - alarm system (if relevant)
 - leach drains or irrigation area
 - water tanks
 - stormwater drainage / diversion drains etc.
 - specifications of the septic system or ATU system, e.g. manufacturer, size of the septic tanks, length of leach drains, capacity of ATU system and size of irrigation area (usually 150m²)

Applicant's full name:

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BUILDING APPLICATIONS

Prior to lodging a building application, please ensure that all relevant approvals (Planning, Health etc.) have been obtained before lodging with the Shire. Applications that are incomplete or are missing prior approvals will be returned to the Applicant.

There are two ways to apply for a building permit for new building work.

A certified application (application form BA1) **must** include a certificate of design compliance (form BA3) from a registered building surveyor confirming that the design complies with the National Construction Code and other statutory requirements. The certificate of design compliance must reference plans and specifications that demonstrate compliance, which must also be provided in the application.

An uncertified application (application form BA2) requires the local government, as the permit authority, to assess the proposal and issue the certificate of design compliance in conjunction with the building permit.

Both application types must include one (1) copy each of the application form, the certificate of design compliance (if applicable) and any referenced or required documents.

All applications **must** include the following:

- A completed BA1 – Certified or BA2 – Uncertified which must be signed and dated. Note: all sections must be filled out completely, incomplete forms will be returned to the applicant.
- Application Fee, Building Services Levy and (if applicable) the BCITF Levy (for developments over \$20,000)
- Proposed method of termite treatment*
- Home Indemnity Insurance (N/A to Owner Builders)
- Owner Builder Licence from the Building Commission (if applicable, but please note approval of these takes time, please allow for the approval to arrive before lodging anything with the Shire)
- Energy Efficiency Compliance Certificate confirming compliance with Part 3.12 of the Building Code of Australia
- Two (2) copies of the site plan as per specified details in this checklist.
- Two (2) complete sets of architectural drawings as per specified details in this checklist.
- Two (2) complete sets of structural drawings as per specified details in this checklist.
 - o NOTE: The copies must be the original ink drawings and in colour. Photocopies will not be accepted.

- Bushfire Attack Level (BAL) Report to be provided by an accredited assessor for extensions and new homes.*
- Soil Classification from a Nata approved laboratory. An engineer's soil classification may be accepted following approval from the Principal Building Surveyor for new homes and extensions.
- Any retainer wall over 500m in height requires a permit.

SITE PLAN

- A3 size only
- Street, lot number and street/road name
- North point
- Existing and proposed buildings, showing areas that are to be retained and the areas to be demolished (if applicable)
- A contour survey showing the finished floor levels of the dwelling.
- Access points: driveways and/or right of way access and pedestrian access
- Boundaries and lot dimensions
- Setbacks to all boundaries
- Details and location of any fencing
- Location, layout and dimension of any car parking area, including loading bays
- Outline of all existing buildings/structures on adjoining properties*

Please note that applications for developments of a minor nature such as patios, garages, carports and front fences are not required to submit the information tagged with an Asterisk (*)



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ARCHITECTURAL DRAWINGS

- Site plan (including information as detailed overleaf)
- Floor plan (room sizes, window sizes, and location of smoke alarms)
- Elevations (to show natural ground and finished floor level)
- Cross Sections showing footings, walls, eaves and roof frame details
- Location and capacity of water tank.

STRUCTURAL DRAWINGS

- Details of footings, walls, retaining walls and structure, signed by a practicing Structural Engineer
- Structural details and engineers endorsement for water tank (if applicable)

Applicant's full name:
Applicant's signature:
Date:
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RETROSPECTIVE WORK APPLICATIONS

When work has been completed without a permit, the Shire may request that an application for retrospective approval must be submitted to the Shire.

All applications must include:

- A BA13 – Application for Building Approval Certificate
- The applicable fee (as specified in the Shire’s Fees & Charges)
- Structural certification for the footings / foundations and building structure from a practising structural engineer
- A certificate of compliance from a Licensed Electrician confirming all electrical installations comply with AS 3000 (wiring code) and other relevant legislation
- A current termite treatment (NOT applicable if the primary building elements are constructed of one, or a combination of, the following materials:
 - Steel, aluminium or other metals
 - Concrete
 - Masonry
 - Fibre reinforced cement
 - Preservative treated timber in accordance with AS 3660.1
- A certificate from the hydraulics consultant (plumbing / septics installer) confirming the system has been installed in accordance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 (as Amended).
- An energy efficiency certificate confirming compliance with Part 3.12 of the BCA (Building Code)
- Details of the water tank capacity and connection to the dwelling (if for retrospective residential approvals)
- A BA18 – Certificate of Building Compliance is required.
 - This is generally provided by a Registered Building Surveyor in private practice, whose contact details can be found on the Building Commissions website at <http://www.buildingcommission.wa.gov.au>. Alternatively, Council’s building surveyor can provide this service.

Applicant’s full name:
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Date:

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