

## Local Planning Scheme No.4 (LPS4)

# Development Application Checklist Information Sheet

- **APPLICATION FORM** – Application form should be signed by all landowners. *Providing the Shire with email addresses allows for faster correspondence, including copies of decisions.*
- **CERTIFICATE OF TITLE** – a Certificate of Title which is dated within the 6 months preceding the application must be submitted with every application. This can be obtained directly from Landgate, or, upon receipt of request, the Shire can obtain this on your behalf. *Please note, the Shire will collect the Landgate fee at the time of payment of the development application fee. Where the application form has not been signed by all owners listed on the Certificate of Title, the application will be returned as incomplete.*
- **DEPOSITED PLAN** – a deposited plan should be provided where a Certificate of Title lists easements or other encumbrances on a property.
- **FULL SITE PLAN** – a full site plan showing property boundaries at a reasonable scale (e.g. 1:100, 1:200). The Shire expects that this should be based on a site feature and contour survey. *Note, this should not be based on an aerial image.*  
As well as the proposed development, the site plan must show easements, building envelopes where applicable, any watercourses and existing structures – including any to be demolished. For large lots a second plan should be included to show the development area and surroundings at a reasonable scale.
  - Key environment features (watercourses, vegetation, rock outcrops);
  - Trees within close proximity to the proposed development, being marked either for retention or removal;
  - Setbacks from boundaries clearly marked;
  - Existing and/or proposed effluent disposal systems (as relevant);
  - Existing and proposed car parking areas and driveways;
  - Natural ground-level contours (based on Australian Height Datum (AHD)), and banking or retaining including top of wall heights (if proposed);
  - Proposed finished floor (FFL);
  - If site works are proposed, finished ground levels (FGL).
- **ELEVATION PLAN(S)** – scaled elevation plans should be provided where works are proposed, showing all elevations of a structure. Elevation plans should normally be to a scale of 1:100 or 1:200. The plans should detail:
  - Natural ground levels (based on AHD) as existing, as well as any proposed levels subject to fill, cut or retaining;
  - Finished floor level(s) of structures and finished ground levels.
- **FLOOR PLAN(S)** – scaled floor plans for all proposed structures are required, at a reasonable scale (e.g. 1:100, 1:200). Floor plans must show the existing and proposed layout of structures, with rooms labelled. Floor area and site coverage percentages must be shown.

## Form 1 – Application for Development Approval (LPS4)

- **SITE WORKS** – full details relating to site works should be provided. All existing and proposed levels are required to be shown on plans. Levels are to be based on Australian Height Datum (AHD), or based on levels granted under Planning approval previously as per the Planning and Development (Local Planning Schemes) Regulations 2015.
- **SCHEDULE OF COLOURS AND MATERIALS** – details of colours and materials should be provided to the Shire to support the application. These may be shown on elevation plans, or by providing a separate schedule of materials. *Note, development should be designed to fit in with the natural and built surroundings, and use local materials where possible, e.g. laterite blocks.*
- **JUSTIFICATION** – every application seeking a variation requires a letter/statement of justification to be submitted by the Applicant. The justification should address the need for the variations being sought by the application, with variations to the Residential Design Codes being justified against the relevant design principle(s) and all applications being justified against Schedule 2, Part 9, CI 67 of the Planning and Development (Local Planning Schemes) Regulations 2015. Justification of the proposal should also be given against Precinct Plans and Detailed Area Plans, where applicable.
- **COVER LETTER/BUSINESS DETAILS** – applications relating to a change of use or development associated with a business must include details of hours/days of operation, staff and customer numbers, traffic and parking arrangements, and details of goods, services and general operations of the site, as well as anything else deemed necessary by the Shire.
- **BUSHFIRE DOCUMENTS** – where required, bushfire documents are required to support a development application and should be prepared by a suitably qualified bushfire practitioner:
  - Bushfire Management Statement (BMS) and Bushfire Attack Level (BAL) Assessment. *Required where new habitable structures in the Shire's Bushfire Special Control Area or State mapping are proposed; and/or*
  - Bushfire Management Plan (BMP) and Bushfire Evacuation Plan (BEP). *Required for proposals in a bushfire risk area, relating to vulnerable land use(s) under State Planning Policy 3.7 (e.g. tourist and visitor accommodation)*
- **STOCK MANAGEMENT PLAN** – a stock management plan should be prepared in accordance with the Shire's Keeping of Stock Guidelines.
- **ENVIRONMENTAL ASSET INSPECTION (EAI) REPORT** – where necessary, an EAI should be completed prior to the submission of a development application. The **Shire strongly recommends** engaging with the EAI process where development is proposed on a site where native vegetation, vegetation of significance (e.g. habitat trees) and/or a watercourse exists or could be impacted. This service allows for any potential environmental issues to be identified and addressed early on. Please contact the Shire's Environment Services for more information.
- **HERITAGE IMPACT ASSESSMENT** – to be prepared by a suitably qualified professional.