## **PLANNING CHECKLIST FORM**



	INFORMATION REQUIREMENTS	APPLICANT	OFFICE
1	Application for Development Approval to be signed by property owner/ responsible authority		
2	Appropriate fee		
3	Copy of Certificate of Title with Diagram and Strata Plan where applicable These can be obtained from <u>http://www.landgate.wa.gov.au</u>		
4	Detailed written statement in support of the proposal including:		
(a)	Full details of the use/development		
(b)	Compliance with Scheme/R-Codes/Policies		
(c)	Justification for any variations	\	
5	Lots identified in Bushfire prone areas require the following		
(a)	Bushfire attack level assessment carried out in accordance with the methodology contained in the Planning for Bush Fire Protection Guidelines (Latest Edition) and DEFS guidelines ;		
6	Site Plan (2 copies) on a scale of 1:100, 1:200 or 1:500		
(a)	Lot number(s), area, boundaries, dimensions of the site and North point		
(b)	Location of existing buildings to be retained		
(c)	Location of proposed buildings and their features (e.g. air conditioning units, clothes drying facilities, etc.)		
(d)	Details of roads, assess ways, crossovers, car parking and manoeuvring, fencing and verge treatments		
(e)	Location and details of existing and proposed landscaping		
(f)	Details of open space and outdoor living areas		
(g)	Site levels and floor levels		
	Location and details of cut/fill and method of retaining		
(i)	Method of stormwater treatment		
(j)	Location of bin storage areas (4 or more grouped dwellings and commercial/industrial developments only)		
(k)	Location of adjoining buildings and separation distances	$\rightarrow$	
7	Full floor and elevation plans (2 copies) on a scale of 1:100 or 1:200		
8	Feature & Contour Survey		
9	Developers endorsement of the proposed development (where required)		
10	Any further information that the Shire may reasonably require to better understand the proposed development		