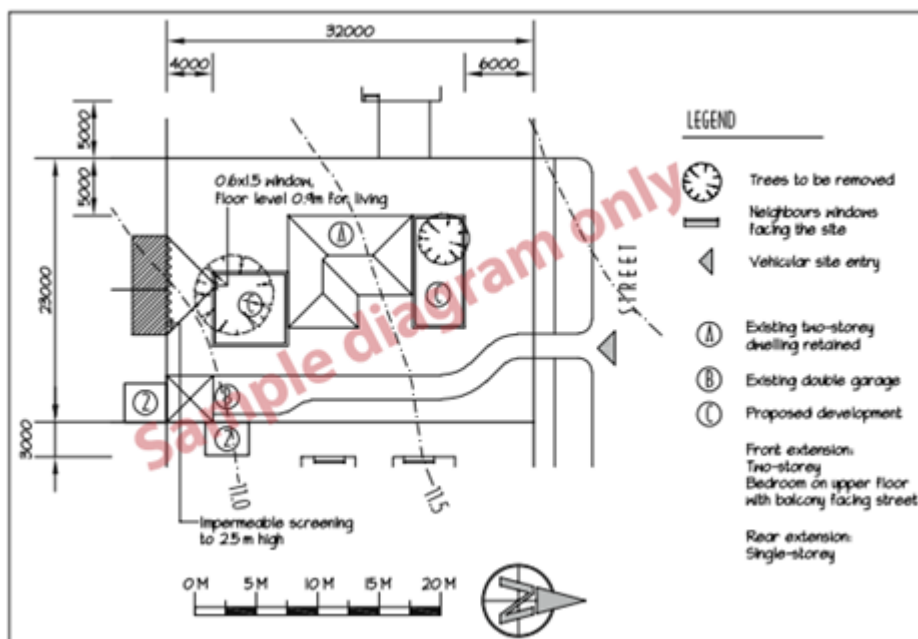




Development Application Checklist

Information Required	Description	Yes	N/A
Development Application Form & Checklist	A Development Application Form AND Checklist must be fully completed and signed by all landowners or Strata owners/Body Corporate approval as applicable. Applications that are not signed by all landowners are deemed incomplete and will not be processed until all signatures are obtained.		
Application Fee	The application fee as per Council's Fees & Charges Schedule will be required upon lodgement. An application will not be processed until payment is received.		
Cover Letter	All applications should include a cover letter providing details of the proposed development/land use. This should also include appropriate justification where applicable for any variation to the Town Planning Scheme, Local Planning Policies or Residential Design Codes (R-Codes). Variations to the R-Codes will require justification/assessment against the Design Principles.		
Site Plan To a scale of not less than 1:500	<ul style="list-style-type: none"> Street names, lot number, north point, dimensions of the lot and location of easements if applicable. Type and location of all existing and proposed development including clear indication of distances to boundaries and other existing structures. Dimensions of the building envelope if applicable, including boundary setbacks indicated to the building envelope. Contours, existing and proposed levels and finished floor level (FFL) for all existing and proposed building(s), wall(s), fence(s), retaining wall(s) and any other structures. Note: A Feature Survey is required to be submitted, except for minor residential additions. Extent of siteworks/cut and fill/retaining if proposed. Existing vegetation and location and type of any vegetation proposed for clearing. Location of driveways, vehicle crossover, car parking and manoeuvring areas. Location of existing/proposed on-site effluent disposal system (if unsewered). Location and size of rainwater tanks if required/proposed. Details of stormwater disposal system for impervious areas (including, pipes, soak wells, pits, subsoil pipes, rainwater tanks and connection to existing infrastructure). 		

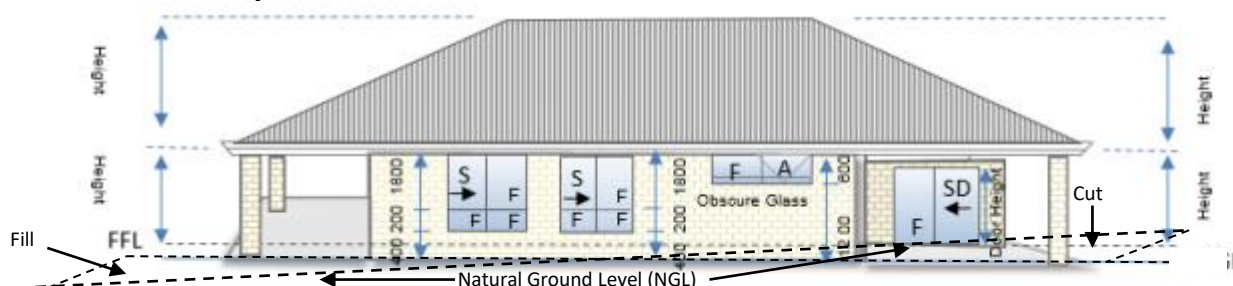
Example of Site Plan



(Source: Residential Design Codes of Western Australia)

Information Required	Description	Yes	N/A
Floor Plan To a scale of not less than 1:100	<ul style="list-style-type: none"> Floor area and all dimensions of the proposed new building and/or additions. 		
	<ul style="list-style-type: none"> Internal layout including room names and location of fixtures i.e. toilet, shower, kitchen sink/oven/cooker, laundry wash trough. 		
	<ul style="list-style-type: none"> Location of windows and doors. 		
Elevations To a scale of not less than 1:100	<ul style="list-style-type: none"> Front, rear and side views of all proposed new buildings including existing buildings if additions are proposed that are appropriately labelled e.g. North, South, East and West Elevation. 		
	<ul style="list-style-type: none"> Existing natural ground level (NGL) and proposed finished floor level (FFL). 		
	<ul style="list-style-type: none"> Extent of any cut and fill/retaining if proposed. 		
	<ul style="list-style-type: none"> Location and dimension of all windows and doors (including sill heights from the finished floor level). 		
	<ul style="list-style-type: none"> Wall & roof heights. 		
	<ul style="list-style-type: none"> All external materials and colours for walls and roof. 		

Rear Elevation Example



Bushfire Attack Level (BAL) Assessment	<ul style="list-style-type: none"> Residential properties designated bushfire prone on the Map of Bush Fire Prone Areas, greater than 1100m² in area, require a BAL Assessment report prepared by an Accredited Bushfire Practitioner. 		
	<ul style="list-style-type: none"> Lots exceeding 1,100m² with a nominated BAL-40 or BAL_FZ also require a Bushfire Management Plan (BMP) prepared by at least a level 2 Accredited Bushfire Practitioner. <p>Please note:</p> <ul style="list-style-type: none"> The preparation of a BAL Assessment report shall not be construed as approval to commence clearing vegetation. More information is available on the Shire's website at Building in a Bushfire Prone Area. If you are unsure of the process or whether your proposal requires a BAL Assessment report, please contact Planning Services on 9848 0313 to discuss. 		
Holiday Home Applications	<ul style="list-style-type: none"> Property Management Plan completed in full. 		
	<ul style="list-style-type: none"> Specify number of guests proposed to be accommodated. Holiday Home (standard) - max 6 persons or Holiday Home (large) - max 12 persons (subject to parking/effluent disposal/servicing). 		

Declaration by Applicant:

I have completed the above checklist and provided the documentation in accordance with the specified information required. I understand that failure on my part to provide all the required information may delay the processing of my application.

Applicants Name: _____

Applicants Signature: _____ **Date:** _____

Once the application is lodged, Planning Services staff will undertake an assessment having regard to the provisions of the Town Planning Scheme, any relevant Local Planning Policies and/or Council policies, and if additional information is required the applicant will be advised accordingly.

For more information in relation to development application requirements, please do not hesitate to contact Planning Services: ☎ (08) 9848 0313 Email: enquiries@denmark.wa.gov.au



Shire of Denmark

953 South Coast Highway (PO Box 183), Denmark WA 6333

Ph: (08) 9848 0300 Fax: (08) 9848 1985

Email: enquiries@denmark.wa.gov.au Website: www.denmark.wa.gov.au

OFFICE USE

A#.....

APP:.....

Rec:.....

APPLICATION FOR DEVELOPMENT APPROVAL

PROPERTY DETAILS

House/Street No. _____ Lot No. _____ Street Name _____

Suburb _____ Location No. _____ Plan/Diagram No. _____

Certificate of Title: Vol. _____ Folio: _____

Title encumbrances - if applicable (e.g. easements, restrictive covenants) _____

OWNER DETAILS

Name _____

ABN (if applicable) _____

Postal Address _____

Telephone: Work _____ Home _____ Mobile _____

Email _____

Contact Person for Correspondence _____

Signature/s of All Owners

** This application form needs to be signed by all landowners (including strata owners) or the application will be deemed incomplete and will not be processed until such time as all landowners' signatures have been obtained.*

(NB: If the property is a strata lot the signatures of all strata owners or the body corporate approval is required)

Date _____

APPLICANT DETAILS (IF DIFFERENT FROM OWNER)

Name _____

Postal Address _____

Telephone: Work _____ Home _____ Mobile _____

Email _____

Contact Person for Correspondence _____

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application*. Yes No

* Public notification is required for certain development applications to ensure that the public is made aware of the development and have opportunity for relevant submissions. Council has right of refusal for applications that do not allow for public viewing should it be deemed necessary.

Signature/s _____ Date _____

PROPOSED DEVELOPMENT

Nature of Development: Works Use Works and Use

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) _____

Description of proposed development and/or land use _____

Existing buildings and/or land use _____

Approximate cost of proposed development _____

Estimated time of completion _____

This form is to be submitted with the completed & signed Development Application Checklist, two (2) copies of A3 plans (site plan; floor plan; elevations) and the Bushfire Attack Level Report (if required).

This is not an application for a building permit. A separate application is required for a building permit.

Please note: The Contact information on this form will not update your details (including Postal Address) in regards to Shire General Correspondence/Rates Notices. If you wish to change your details permanently, please email the Shire at enquiries@denmark.wa.gov.au or contact the Administration Office on (08) 9848 0300 and request a Change of Details form.

