

DEVELOPMENT APPLICATION CHECKLIST

This Checklist is to assist applicants to prepare a complete application to lodge a Development Application to enable the Shire to undertake a full planning assessment and avoid unnecessary delays when processing your application. Please note further information and/or modifications may still be requested by the Shire's Planning Officer.

Applications can be lodged via:

- Email at townplanning@ashburton.wa.gov.au or
- In person at the Tom Price reception building at Lot 246 Poinciana St, Tom Price

DOCUMENTATION		PROVIDED		
		YES	NO	N/A
1	<u>Development Application Form –</u> <ul style="list-style-type: none"> Ensure all sections have been completed and signed by the owner of the land 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Covering Letter –</u> <ul style="list-style-type: none"> Outline the general nature and details of the proposal, including proposed use of the structure/s 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Certificate of Title and Deposited Plan –</u> <ul style="list-style-type: none"> A copy can be obtained from Landgate at the following link: https://www.landgate.wa.gov.au/land-and-property/property-ownership/about-certificates-of-title/certificate-of-title/ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Site Plan (drawn to scale 1:200 or greater)</u> <ul style="list-style-type: none"> Street name, lot number and property address Site dimensions, north point Location and finished levels of the proposed development Boundaries and setback distance(s) of the proposed development from lot boundary Vehicle driveways and access points The street verge, including footpaths, crossovers, any services and the location of any access restrictions such as drainage pits (if applicable) The location of any easement or piped services traversing the site and any sewer or sewer connection points (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Floor Plans –</u> <ul style="list-style-type: none"> Street name, lot number and property address North point and scale 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Elevation Drawing (drawn to scale)-</u> <ul style="list-style-type: none"> Street name, lot number View or every face of the proposed building(s) Indication of wall height and overall height 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<ul style="list-style-type: none">• Location, dimensions and details of all openings, including sill height above finished floor level (if applicable)• Height, extent and materials of any proposed retaining and fencing (if applicable)			
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