

CHANGE OF USE CHECKLIST

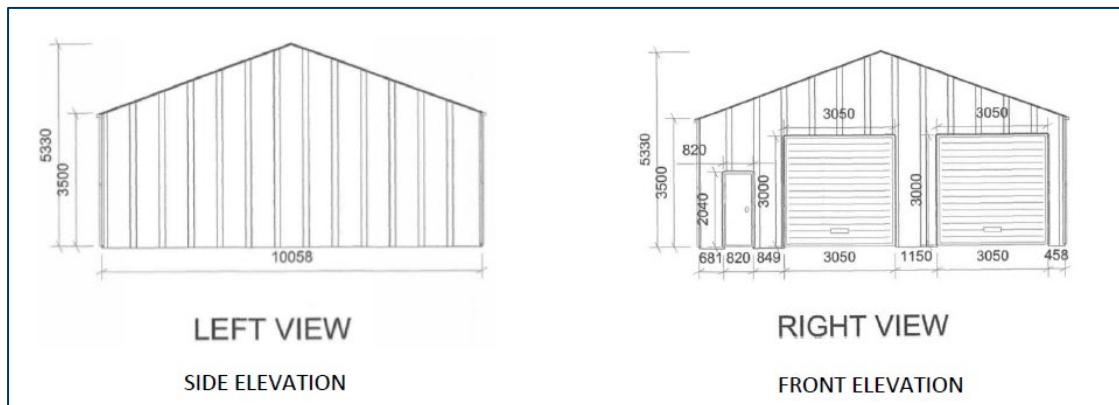
This Checklist is to assist applicants to prepare a complete application to lodge a Development Application for a Change of Use. Please note further information and/or modifications may still be requested by the Shire's Planning Officer.

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"/>
2	<u>Cover Letter –</u> <ul style="list-style-type: none"> • Outlining the details of the proposed change of use 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<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 (is applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<u>Floor Plans (drawn to scale) -</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"/>

Elevations Example (3)



- External dimensions including roof ridge, ceiling, & floor heights.
- Building materials proposed for the roof & wall cladding.
- Location of windows & doors.
- Any proposed signage.
- All sides of a building (typically four elevations)