



DEVELOPMENT APPLICATION CHECKLIST

RESIDENTIAL (New Developments, Alterations & Additions)

This Checklist is to assist applicants to prepare a complete application to lodge a Development Application for Residential properties. This will 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:

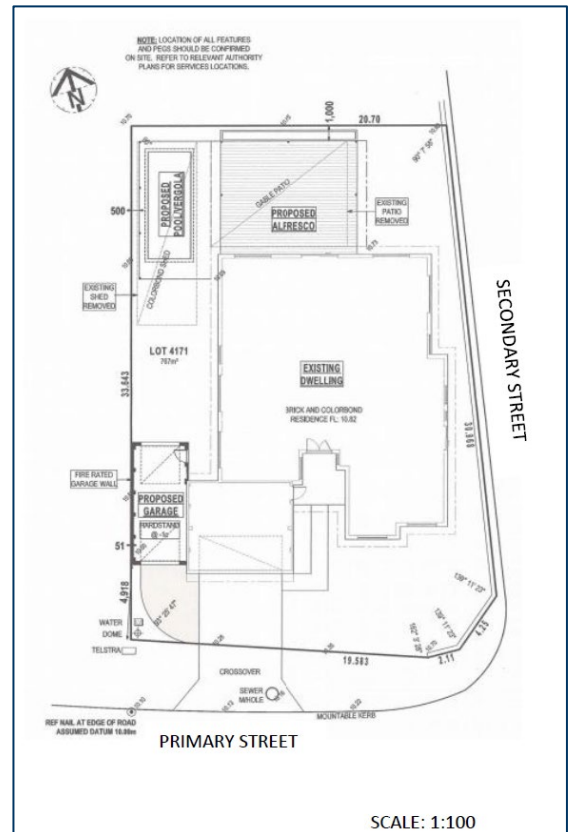
- Email at townplanning@ashburton.wa.gov.au or
- In person at the Tom Price reception building at *Lot 246 Poinciana Street, Tom Price*

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>Certificate of Title and Deposited Plan –</u> <ul style="list-style-type: none"> • A copy can be obtained from Landgate at the following link: Certificate of Title and Deposited Plan - Landgate 	<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) <p><i>See example on page below (1)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Floor Plans (drawn to scale) -</u> <ul style="list-style-type: none"> • Street name, lot number and property address • North point and scale <p><i>See example on page below (2)</i></p>	<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 • Location, dimensions and details of all openings, including sill height above finished floor level (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> Height, extent and materials of any proposed retaining and fencing (if applicable) <p>See example on page below (2)</p>			
	<p>Traffic Statement or Impact Assessment</p> <ul style="list-style-type: none"> Required when more than 10 dwellings are proposed (refer to the WAPC Transport Impact Assessment Guidelines at the following link: Planning guidelines - Transport impact assessment) 	☐	☐	☐

Site Plan Example (1)

- Include the site address.
- Show the boundaries & dimensions of the site, street frontage and location of relevant easements.
- Include details of all existing & proposed buildings/structures.
- Show measurements between buildings and distance from the nearest boundary (building setbacks).
- Show ground levels & finished floor levels of proposed buildings (AHD) and retaining walls.
- Show details of crossovers
- Show details of landscaping areas and trees.
- Show the location of septic tanks & leach drains, details of grease traps/spray booths/wastewater (i.e. wash down bays), if applicable.

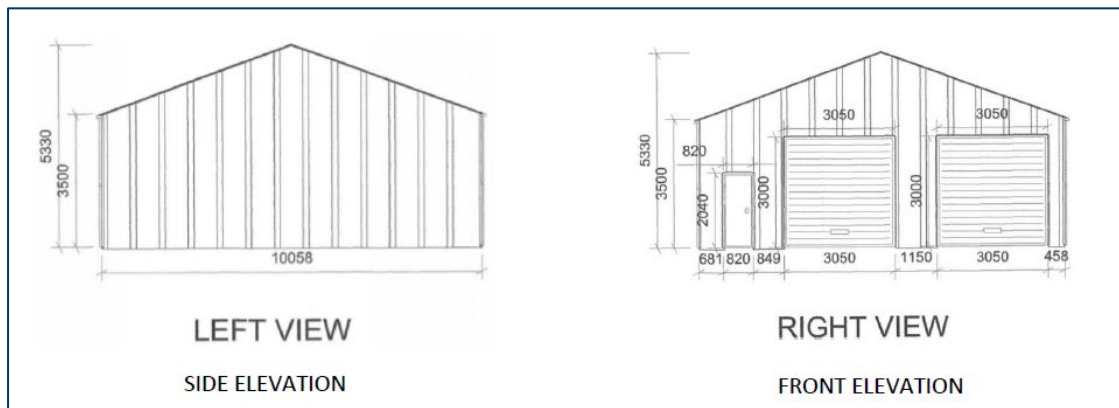


Floor Plan Example (2)



- Internal measurements & external overall dimensions.
- Indicate the use of each room; &
- the location of doors & windows.

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)