Development Services – City Growth

TRIM Reference: LP/20/0004 / D-26-129027

Development Application Checklist
Ancillary Dwellings

Including the necessary information with your Development Application is crucial and will enable the City to process it efficiently and make a timely decision. When submitting a Development Application for an Ancillary Dwelling the following information is to be provided before the application can be accepted for assessment.

The information listed below is the minimum information requirements. Please note that incomplete applications may not be accepted and may be returned to the applicant until such time as all the required details are provided.

Prior to lodging your application please ensure that you have reviewed the City's *Ancillary Dwellings Local Planning Policy* which outlines the maximum standards as well as other general provisions for Ancillary Dwellings

Application Form	Provided Applicant to complete	Received City to complete
Completed Application for Development Approval Form: — Signed by the owner of the land; or — Letter of Authorisation provided which has been signed by the owner of the land; or — If the land is owned by a company, the application form must be signed by the Director/Chairperson of the company with their position title stated.	☐ ☐ ☐	☐ ☐ ☐
Development Application Fee (refer to the Schedule of Fees and Charges), which can be viewed at the City of Greater Geraldton website at www.cgg.wa.gov.au	☐	☐

Cover Letter	Provided Applicant to complete	Received City to complete
Covering letter outlining details of the proposal including justification for any variations to *Local Planning Scheme No. 1, Ancillary Dwellings Local Planning Policy* or the *Residential Design Codes* (where applicable).	☐	☐

Plans * **One (1) copy of completed scaled and dimensioned plans. Scale to be nominated on plans.**	**Provided** **Applicant to complete**	**Received** **City to complete**
Site Plan – scale of not less than 1:200		
— Lot number and street/road name.	☐	☐
— North point.	☐	☐
— Existing dwelling and other buildings/structures on the lot.	☐	☐
— Natural ground levels and finished floor levels (relative to nominated datum point or AHD).	☐	☐
— Location, layout and dimension of carparking bays intended to be provided.	☐	☐
— Location of existing and/or proposed crossover and driveway.	☐	☐
— Lot boundaries and lot dimensions.	☐	☐
— Setbacks of the ancillary dwelling to all boundaries.	☐	☐
Floor Plan - scale 1:100 or 1:200		
— Internal layout showing doors/windows, room names etc.	☐	☐
— Total floor area in square metres.	☐	☐
Elevation Plan – scale 1:100 or 1:200		
— All elevations are to be submitted with description/heading of each elevation (i.e. north, south, east, west).	☐	☐
— Natural ground levels and proposed ground levels with finished floor levels relative to nominated datum point or AHD (where applicable).	☐	☐
— A schedule of materials and finishes of the Ancillary Dwelling.	☐	☐

Supporting Documents	Provided Applicant to complete	Received City to complete
Bushfire Attack Level (BAL) Assessment for sites within a Bushfire Prone Area where required under *State Planning Policy No. 3.7 – Planning in Bushfire Prone Areas* (if applicable).	☐ or ☐ Not Applicable	☐

Notes
— In addition to obtaining Development Approval additional approvals may be required from other government agencies under separate legislation. It is your responsibility to obtain any additional approvals required. — The City may request additional information or justification where this is required to enable an informed assessment of the proposal to be made.

Office Use Only	
Accepted by:	**Date:**