Development Services – City Growth

TRIM Reference: LP/20/0004 / D-26-129026

Development Application Checklist
Outbuildings

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 Outbuilding 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 *Outbuildings Local Planning Policy* which outlines the maximum standards and other general provisions for Outbuildings

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.	☐ ☐ ☐	☐ ☐ ☐
For sites with more than one dwelling where works are not on individual lot entitlement or where the development shares/uses common property: — Consent from the Strata Body Corporate has been provided (if one is established) together with the Survey Strata Layout Plan for the units; of — Survey Strata Layout Plan is provided (if no Strata Body Corporate is established); or — Built Survey Strata Plan is provided showing exclusive use areas of land allocated to each unit.	☐ Or Not Applicable ☐	☐
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	☐	☐

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ABN 55 907 677 173

Cover Letter	**Provided** **Applicant to complete**	**Received** **City to complete**
Covering letter outlining the details of the proposal including the proposed use of the outbuilding.	☐	☐
Written justification for any variations to *Local Planning Scheme No.1, Outbuildings Local Planning Policy* provisions or the *Residential Design Codes* (addressing the relevant Design Principles).	☐	☐

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 of existing and/or proposed crossover and driveways.	☐	☐
— Lot boundaries and lot dimensions.	☐	☐
— Location of proposed Outbuilding in relation to lot boundaries (i.e. setbacks) and the existing dwelling.	☐	☐
Floor Plan - scale 1:100 or 1:200		
— Internal layout showing doors/windows.	☐	☐
— Total floor area in m^2 of the proposed Outbuilding and any other existing Outbuildings.	☐	☐
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).	☐	☐
— Front, side and rear elevations showing height, NGL, finished floor levels of Outbuilding.	☐	☐

Elevation Plan – *continued.* — Overall height dimension to be shown from NGL to ridge or roof. — Wall height dimension of the Outbuilding to be shown from NGL. — A schedule of materials and finishes of the outbuilding including the roof.	☐ ☐ ☐	☐ ☐ ☐

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:**