Development Services – City Growth

TRIM Reference: LP/20/0004 / D-26-129031

Development Application Checklist
Retaining Walls

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 Retaining Walls 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.

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 the details of the proposal including justification for any variations to the Deemed to Comply requirements of the *Residential Design Codes*.	☐	☐

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. — Natural ground levels (relative to nominated datum point or AHD) and any changes to the existing ground level.	☐ ☐ ☐	☐ ☐ ☐

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Site Plan – *continued*		
— Location and height of retaining wall/s relative to existing ground levels.	☐	☐
— Location of existing and/or proposed crossover and driveway.	☐	☐
— Lot boundaries and lot dimensions.	☐	☐
— Existing dwelling and other buildings/structures on the lot.	☐	☐
— Location and setbacks of retaining wall/s in relation to all boundaries.	☐	☐
— Details and location of fencing on retaining walls (if applicable), including height of proposed fencing.	☐	☐
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, proposed ground levels and finish floor levels (relative to nominated datum point or AHD).	☐	☐
— Overall height dimension from NGL to top of retaining wall.	☐	☐
— Schedule of surface treatment finish, materials and colour of the retaining wall.	☐	☐

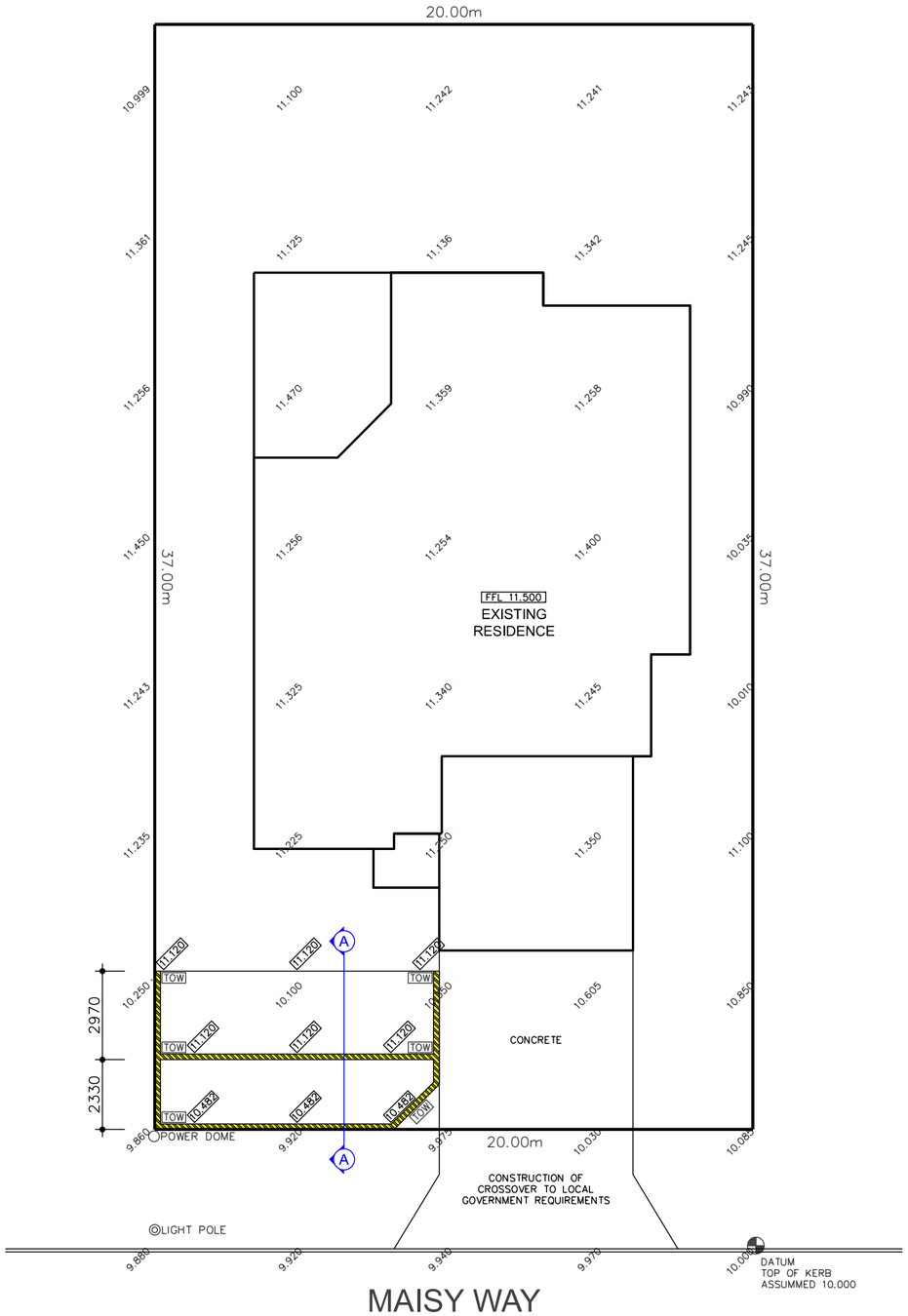
Notes

- — Refer to example site and elevation plans at the end of this document.
- — 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.

* **Refer to the sample plans at the end of this document for guidance**

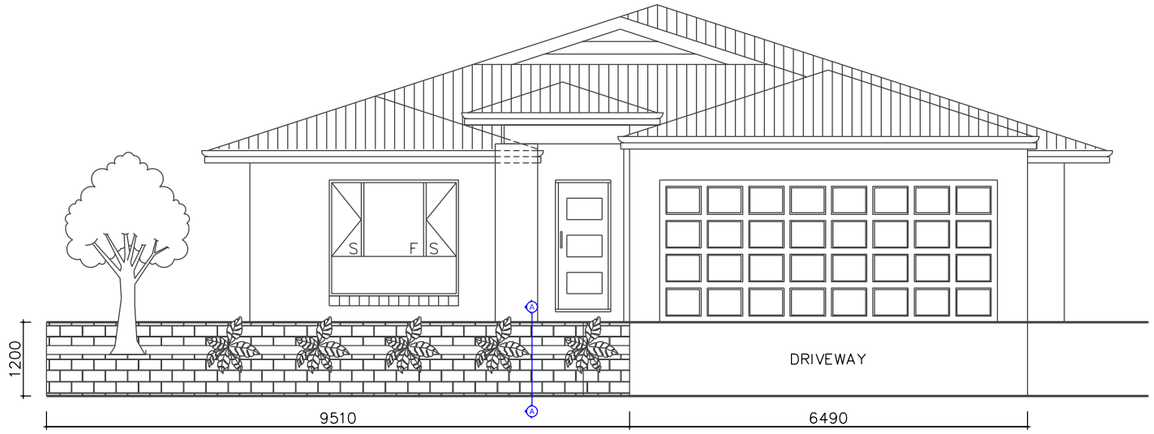
Office Use Only

Accepted by: **Date:**



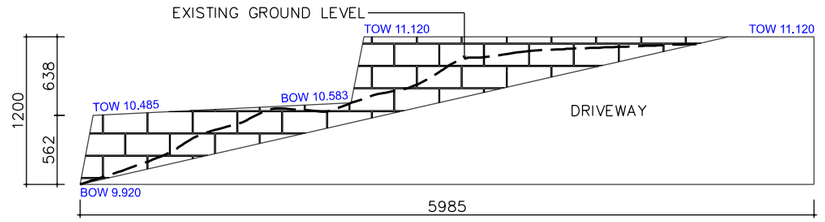
SITE PLAN

Scale 1:200 (A3)



ELEVATION

Scale 1:100 (A3)



SECTION A-A

Scale 1:50 (A3)

NOTES

1. Provide Top of Wall (TOW) and Bottom of Wall (BOW) levels referenced to AHD.
2. Depict all retaining walls on the site plan and associated elevations and/or cross-sections.
3. Indicate the maximum height of each retaining wall.
4. Show existing (natural) and proposed (finished) ground levels adjacent to retaining walls.

DISCLAIMER:
This sample plan has been prepared by the City of Greater Geraldton in good faith and is intended for reference and guidance only. When a development application is lodged, further details or documentation may be requested as part of the assessment process.

0	ORIGINAL ISSUE	NOV-2025

AMENDMENTS

COMPANY DETAILS

TOWN PLANNING
SAMPLE PLAN

Email Address: council@cgg.wa.gov.au
Phone Number: (08) 9956 6600

ADDRESS

9 MAISY WAY
GERALDTON WA 6530

CLIENT: JOHN AND FRAN CITIZEN

SCALE: AS SHOWN
DRAWN: RJ THORP
DATE: OCT-2026
DRAWING: 1 of 1

DRAWING TITLE: RETAINING WALL

REFERENCE: D-26-120490

DRAWING No.: MISC289