Development Services – City Growth

TRIM Reference: LP/20/0004 / D-26-129037

Development Application Checklist
Change of Use

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 Change of Use 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.	☐ ☐ ☐	☐ ☐ ☐
A Change of Use 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; or — 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.	(If 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 general nature and type of operations, processes and activities, including but not limited to:	☐	☐
— Hours and days of operation.	☐	☐
— Number of employees and maximum number of customers at any given time.	☐	☐
— Type of equipment being used (machinery, noise amplifiers etc.).	☐	☐
— Number of car parking bays, location of vehicle access, number of vehicle movements, size and type of vehicles.	☐	☐
— Existing and proposed means of access for pedestrians from car parking bays to building/s and public areas.	☐	☐
— Location, dimensions and design of any open storage or trade display area, and written details of associated use.	☐	☐
Written justification for any variations to *Local Planning Scheme No. 1* or Local Planning Policy requirements (if 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 1:100		
— Lot number and street/road name.	☐	☐
— North point.	☐	☐
— Existing buildings, all other structures, car parking bays and location of landscaped areas.	☐	☐
— Existing and proposed parking on site.	☐	☐
— Location of existing and/or proposed crossover and driveway.	☐	☐
— Boundaries and lot dimensions.	☐	☐
— Setbacks to all boundaries.	☐	☐
— Details and location of fencing (if applicable).	☐	☐

— Existing and proposed means of access and egress for pedestrians and vehicles (including bicycles) to and from site. — Proposals including any demolition, clearly show areas to be demolished.	☐ ☐	☐ ☐
Floor Plan - scale 1:100 — Internal layout showing doors/windows and room names etc. — Total floor area in square metres. — Setbacks to all boundaries on all sides.	☐ ☐ ☐	☐ ☐ ☐
Elevation Plan – scale 1:100 — All elevations are to be submitted with description/heading of each elevation (i.e. north, south, east, west). — Natural ground levels, finish floor levels and proposed ground levels relative to nominated datum point or AHD (where applicable). — Schedule of materials and finishes of **all** buildings, driveways, fences etc. **Note, if there are no alterations or additions proposed to the external elevation, elevation plans are not required.**	☐ ☐ ☐	☐ ☐ ☐

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:**