Development Services – City Growth

TRIM Reference: LP/20/0004 / D-26-129032

Development Application Checklist
Commercial and Industrial

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 a Commercial and Industrial development 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 *Industrial Development Local Planning Policy* which outlines additional requirements and other general provisions for Industrial Development

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 for 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 or contacting the City on (08) 9956 6600.	☐	☐

PO Box 101 Geraldton WA 6531
Geraldton Civic Centre T 08 9956 6600
Mullewa District Office T 08 9956 6643
E council@cgg.wa.gov.au W www.cgg.wa.gov.au
ABN 55 907 677 173

Cover Letter	**Provided** **Applicant to complete**	**Received** **City to complete**
Covering letter outlining the nature and type of all 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.).	☐	☐
— The number of vehicles (including movements, size and type) to be used in connection with the operation of the business activity.	☐	☐
— 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 provisions (if applicable).	☐	☐

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.*	☐ Or Not 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		
— Street and lot number and street/road name.	☐	☐
— North point.	☐	☐
— Proposed building/s and existing buildings to be retained.	☐	☐
— Calculation of plot ratio and site coverage.	☐	☐
— Existing and proposed land use/s.	☐	☐
— Natural and proposed ground and finished floor levels (relative to nominated datum point or AHD).	☐	☐
— Location of existing and/or proposed crossovers and driveways.	☐	☐
— Lot boundaries and lot dimensions.	☐	☐
— Setbacks of proposed buildings/structures to all boundaries.	☐	☐
— Details and location of any fencing.	☐	☐
— Location, layout and dimensions of all car parking bays intended to be provided, including a delineation plan of proposed type of all-weather surface finish for all car parking bays and access.	☐	☐
— Verge infrastructure (including street trees, power poles, drainage pits, manholes, crossovers, footpaths and any other obstructions).	☐	☐
— Location of easements, building envelopes and reciprocal access (if applicable).	☐	☐
— Existing vegetation and vegetation proposed to be removed.	☐	☐
— Location and dimensions of any existing and proposed landscaped areas, including species of plants.	☐	☐
— Location and height of retaining walls relative to existing ground levels.	☐	☐
— Septic tanks, leach drains and soak wells.	☐	☐
— Location of proposed signage (i.e. pylon sign).	☐	☐

— Location and dimensions of any existing and proposed vehicle circulation routes within the site. — Location and dimensions of any existing and proposed vehicle loading and unloading areas. — Earthworks (cross section) proposed including retaining walls. — Proposals including any demolition, clearly show areas to be demolished.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Floor Plan - scale 1:100 or 1:200 — A plan of every storey with floor levels (RL or AHD), including details of each land use. — Internal layout showing doors/windows, room names etc. — Roof/eaves lines. — Total floor area in square metres. — Finished floor levels.	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
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 colours and schedule of materials and finishes of ALL buildings, driveways, fences, retaining walls, boundary walls.	☐ ☐ ☐	☐ ☐ ☐

Other – scale 1:100 or 1:200 * **In addition to the above, the following information may be required if it is relevant to the application:**	**Provided** **Applicant to complete**	**Received** **City to complete**
— Construction Management Plan, addressing noise, vibration, air, sand drift, dust and odour pollution, number of commercial vehicles (more than 2 tonne) and nature and extent of any machinery to be used in connection with the development/land use, storage of materials and equipment on site etc.	☐	☐
— Waste Management Plan, addressing bin storage, wash down areas, rubbish collection areas, commercial vehicle turning circles etc.).	☐	☐
— Parking Management Plan including location and dimensions of all car parking bays (i.e. visitors bays, loading bays, manoeuvring areas, ACROD bays).	☐	☐
— Plan detailing location, number, dimensions and layout of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access and egress to and from these areas.	☐	☐
— Traffic Impact Assessment/Statement.	☐	☐
— Acoustic Report, demonstrating compliance with the *Environmental Protection (Noise) Regulations 1997* or other such relevant legislation.	☐	☐

Notes
— Prior to lodging an application, it is suggested you review the City's *Local Planning Scheme No. 1* as well as the City's Local Planning Policies as they may contain information that affects your proposal. Please visit the City of Greater Geraldton website at www.cgg.wa.gov.au, email council@cgg.wa.gov.au or call on (08) 9956 6600 should you have any specific enquiries.
— 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:**