Development Services – City Growth

TRIM Reference: LP/20/0004 / D-26-129029

Development Application Checklist
Residential Addition/s

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 Residential Addition/s 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.	☐ ☐ ☐	☐ ☐ ☐
For sites with more than one dwelling where works are not on individual lot entitlement 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	☐	☐

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 details of the proposal including justification for any variations to the Deemed to Comply requirements of the *Residential Design Codes* or *Local Planning Scheme No. 1* (where 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* (if applicable).	☐ 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		
— 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).	☐	☐
— Lot boundaries and lot dimensions.	☐	☐
— Setbacks of the residential additions to all boundaries.	☐	☐
— Details and location of any fencing.	☐	☐
— Location of existing and/or proposed crossover and driveway.	☐	☐
— Verge infrastructure (including street trees, power poles, drainage pits, manholes, crossovers, footpaths and any other obstructions).	☐	☐
— Location and height of any proposed retaining walls relative to existing ground levels.	☐	☐
— 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). — Internal layout showing doors/windows, room names etc. — Total floor area (m^2) of proposed additions. — Setbacks to all boundaries on all sides.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
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 proposed additions.	☐ ☐ ☐	☐ ☐ ☐

Notes
— Refer to Appendix A3 'Application Documentation' of the *Residential Design Codes* which outlines documentation to be submitted for a Development Application. Refer to the **Residential Design Codes** on the Department of Planning, Lands and Heritage website. — 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:**