CITY OF BUNBURY
CODES VARIATION CHECKLIST

This checklist has been introduced to make sure that Codes Variation Applications are complete before they are registered as Applications. The reasons for requiring complete Applications include:

⇨   The information is required under the Town Planning Scheme (i.e. therefore required by law)
⇨   Assessment cannot be carried out until all information is received and fee paid.
⇨   Complete information reduces delays in processing.

Please tick ✔

Tick ✔	FORMS
	Application for Variation to be Residential Design Codes of Western Australia (*Applicable to residential properties only*)
	Form – Appendix 1 :- Accompanying Information - Completed by Applicant
	Evidence Affected Neighbouring Property Owner(s) has Viewed Plans/Proposal of the Specific Codes Variation Required - Completed by Affected Neighbours

NOTE: Evidence of affected property owner has viewed and opportunity to respond, can be in the form of acknowledgement in Box Provided on Appendix 1 and or email or letter to the City with any comments Included/Attached,   or   in writing attached with Appendix 1 Form Lodgement.

Tick ✔	RESIDENTIAL APPLICATIONS
	i Street names, lot number(s), north point and the dimensions of the site;
	ii The location of the proposed development and any existing development, including all the dimensions of the proposal and setbacks from all boundaries;
	iii Proposed contours, finished floor levels, finished ground levels and the location and height of any retaining walls;
	iv The existing and proposed means of access (including crossovers) for pedestrians and vehicles to and from the site; and
	v Details of any fencing
	Elevations And Sections Of Any Building Located On-Site;
	i Elevations of the site showing the existing and proposed levels.
	vi A written submission detailing the reason for the variation to the Design Codes and addressing the relevant Design Principles as per the R-Codes
	Accompanying Information Form
	Opportunity to Respond Form

Tick ✔	OUTBUILDING APPLICATION
	A site plan showing;-
	i Street name, lot number, north point, dimensions of site;
	ii The location of the proposed development and any existing development, including all the dimensions of the proposal and setbacks from all boundaries;
	vii Location and height of any retaining walls.
	viii An elevation or section of the proposed structure, including wall heights and overall outbuilding height.
	ix A written submission detailing the reason for the variation to Local Planning Policy – Minor Structures (including outbuildings) and addressing the relevant objectives.

NOTE: All Applications are required to be signed by the owner of the land or alternatively a letter of authorisation from the owner being submitted with the Application

Appendix 1: R-Codes Approval Application and Determination Forms

Application for Residential Design Codes Approval
Single House and Outbuilding

City/Town/Shire/other of:

Note: This is not an application for planning approval.
Application for single house and outbuilding approval is to be made on this form
if
an application for planning approval is not required under the local planning scheme
and
the proposed development involves one of the following:
- the exercise of a judgement of merit by the decision-maker under the Residential Design Codes;   or
- the exercise of a judgement of merit by the decision-maker under a local planning policy made in accordance with the local Planning scheme.

If you are in doubt about whether application should be made on this form, please consult the council's planning or building Officers.

Owner Details:

Name:

Address: Postcode:

Signature: Date:

Signature   Date:

All Owners must sign this form or an attachment if there is not sufficient space. State your position where signing on behalf
 of a company. This application will not proceed otherwise.

Applicant Details:

Name:

Address: Postcode:

Contact Person: Work Phone

Mobile Phone: Email:

Signature   Date:

Property Details:

Lot no: Street no: Street name:

Suburb:

Location N   Diagram/Plan No: Certificate of Title No: Folio:

Nearest street intersection:

Title encumbrances (eg easements, restrictive covenants):

Approximate cost of proposed development:

Details of proposal subject to judgement of merit

1. Please identify which specific design principles(s), from Part 5 of the Residential Design Codes, the proposal applies (which will require judgement of merit)

2. Please provide full reasons in support of the application of <u>each</u> design principle.

3. Attach further information in support if needed and required by Part 3 of the Residential Design Codes.

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Office Use Only

Accepting Officer's Initials: Date Received:

Council Reference No:

R-CODE VARIATION
OWNER / OCCUPIER OF ADJOINING PROPERTIES COMMENTS FORM

CITY OF BUNBURY

Office Use Only

DA/   /

Received Date stamp

Part 1 – Location of Development Site and Owners Details *(to be completed by applicant)*

Owner(s) Name(s)

Lot No

Street No

Street Name

Suburb

Contact Phone Number

Provide details of the proposed variations to the **deemed-to-comply** requirements of the Residential Design Codes and justification against the applicable **design principles**.

Part 2 - Adjoining Property Details

Please select one of the following: I am the

☐ Owner / Occupier   ☐ Owner (residing elsewhere)   ☐ Occupier / Tenant

Name:

Daytime Contact Phone Number

Mobile Phone

Address Details of Property Affected

Email Address

Part 3 – Objection / No Objection / Concern

I/We have viewed and signed a copy of the application's proposed site plan and proposed elevation plan and hereby:

☐ Have No Objection   ☐ Object   ☐ Concern

☐ *Please Note: This box <u>must</u> be ticked (as acknowledgment of receiving proposed plans) prior to form being returned.*
I acknowledge that I / we have been provided with a copy of the proposed development plans (*site plan and elevation plan*) and attach a signed copy of those plans.

Comments *(if required, additional space for comments has been provided overleaf)*

Signature & Date

Signature & Date

Part 4 - Additional Comments (if required)

Part 5 – Returning Form

Email: records@bunbury.wa.gov.au
City of Bunbury
Planning Department
4 Stephen Street
BUNBURY WA 6230
Phone: (08) 9792 7000

Please Note: The Council in determining the application will take into account the comments of adjoining owners. The Council is not obliged to support the views of adjoining owners.