



CHECKLIST FOR DEVELOPMENT APPROVAL MANDATORY ITEMS REQUIRED

☑ Use this checklist to ensure your application contains all the information and supporting documentation needed for processing prior to submission.

ELECTRONIC LODGEMENT REQUIREMENTS	
(to be provided by Applicant at the time of lodgement)	
Forms/Documents - ONE (1) Electronic Copy of each of the following:	
	Application for Development Approval: Signed by <u>all</u> owner(s). To include all strata owners where applicable.
N/A or	Appendix 2: Additional information for application for development approval for advertisements. <i>NOTE: Only applicable if application is for or includes signage/advertising, otherwise N/A.</i>
	Application Fees: Refer to Planning Fees and Charges Schedule available at www.bunbury.wa.gov.au
	Copy of Certificate of Title - Issued within 6 months and detailing restrictive covenants. Obtain via Landgate: www.landgate.wa.gov.au Click on "titles and records" icon, click on 'certificate of title' 'Order Now' button. NOTE: This service will cost you a small fee.
Plans - ONE (1) Electronic Copy of each of the following Site, Floor & Elevation plans:	
	Site Plan - With the following elements to be shown on plan: <ul style="list-style-type: none"> Scale 1:200 or nearest appropriate scale (show dimensions) Street name(s), lot boundaries, setbacks Existing and proposed structures and buildings; indicating those to be removed Earthworks and retaining walls Landscaping (show site and verge – existing and proposed landscaping) Infrastructure on verge (crossover, trees, power poles, gas pipelines, etc.) Contours and finished floor levels (in AHD), if in Flood Plain Car parking, manoeuvring areas, points of ingress/egress, soakwells Loading and unloading areas, if applicable Location of proposed signage, if applicable Position of septic tanks and leach drains, details of grease traps/spray booths/waste water (i.e. wash down bays), if applicable.
	Floor Plan (to scale – not less than 1:100) - Showing sinks, toilets, highlight the tenancy (if applicable).
	Elevations (to scale – not less than 1:100) - Including graphics of signage (show dimensions).
COMPLETION OF THE FOLLOWING CHECKLIST	
Y N	Is the lot connected to Water Corporation Sewer? Contact Water Corp on 13 13 95 to obtain information. If NO, info is required on site plan regarding existing and/or proposed on-site septic systems & wash down bays.
Y N	Is any excavation of soil proposed? If yes, what is the approximate volume (i.e. Length x Width x Depth) of the proposed excavation? Please provide measurement in metres
(Length) _____ (Width) _____ (Depth) _____	
Y N	Is any lowering of the water table proposed, whether temporary or permanent (e.g. for groundwater abstraction, dewatering, installation of new drainage, modification of existing drainage, etc.)?



APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details - all owners must be provided			
Name/s:			
ABN (if applicable)			
Address:			
Suburb:		Postcode:	
Phone (Home):		(Mobile):	
Phone (Work):		Fax:	
E-mail:			
Contact Person:			
Signature:		Date:	
Signature:		Date:	
<p>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 clause 62(2).</p> <p>If the property is strata titled, all strata owners or the body corporate will also need to sign this application.</p>			
Applicant Details			
Name:			
Address:			
Suburb:		Postcode:	
Phone (Home):		(Mobile):	
Phone (Work):		Fax:	
E-mail:			
Contact Person:			
<p>The information and plans provided with this application may be made available by the local government of public viewing in connection with the application.</p>			<p>Yes</p> <p>No</p>
Signature:		Date:	
<p>For faster turnaround please clearly nominate a preferred email address above for the determination notice to be sent to.</p>			

Property Details					
Lot No.:		House / Street No.:		Location No.:	
Diagram or Plan No.:		Certificate of Title Vol. No.:		Folio:	
Title encumbrances (e.g. easements, restrictive covenants):					
Street name:			Suburb:		
Nearest intersection:					
Development / Land Use Details					
Nature of proposed Development:	Works		Use		
	Works and Use				
Is an exemption from development claimed for part of the development?	Yes		No		
If yes, is the exemption for:	Works		Use		
Description of proposed works and/or land use:					
Description of exemption claimed (if relevant):					
Nature of any existing buildings and/or land use:					
Approximate cost of proposed development (including signage):	\$ (GST Excl.)		\$ (GST Incl.)		
Is the development within a designated bushfire prone area? **For more information please search "Bushfire Planning Reform" on the Planning WA website: www.planning.wa.gov.au	<input type="checkbox"/> Yes If yes, please note the following: <ul style="list-style-type: none"> - New development - please provide BAL Assessment/ BAL Contour map - Change of Use - please provide BAL Assessment/ BAL Contour map - Minor proposals (i.e. patios, sheds etc.) **a BAL Assessment/BAL Contour map may not be required 				No
Estimated Time of Completion:					
<p>All applicants are required to ensure that estimated construction values are correct at time of making a development application. Any significant variation at building permit/contract stage may result in action by the City of Bunbury to require redress in respect of outstanding fees. Anybody providing false or misleading information on which the Local Government relies render themselves liable to a penalty of \$50,000 pursuant to regulation 57 of the <i>Planning and Development Regulations 2009</i>.</p>					
OFFICE USE ONLY					
Acceptance Officer's Initials:			Date Received:		
Application Number:					

PRE-APPLICATION ADVICE

IF ANY ASSISTANCE OR PRIOR ADVICE HAS BEEN SOUGHT FROM THE LOCAL AUTHORITY REGARDING THIS APPLICATION, FILL THE DETAILS IN BELOW

OFFICER NAME _____ DATE OF MEETING/ADVICE: _____

DETAILS OF PRE-APPLICATION ADVICE RECEIVED:

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MATERIALS

IF APPLICABLE, PLEASE STATE WHAT MATERIALS ARE TO BE USED EXTERNALLY. INCLUDE TYPE, COLOUR AND NAME FOR EACH MATERIAL:

	EXISTING (WHERE APPLICABLE)	PROPOSED	N/A
WALLS			
ROOF			

VEHICLE PARKING

PLEASE PROVIDE INFORMATION ON THE EXISTING AND PROPOSED NUMBER OF ON SITE (AND OFF SITE) PARKING SPACES:

TYPE OF VEHICLE	TOTAL EXISTING	TOTAL PROPOSED (INCLUDING SPACES RETAINED)	DIFFERENCE IN SPACES
CARS			
DISABILITY SPACES			
BICYLCES			

EMPLOYMENT

PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING EMPLOYEES:

	FULL TIME	PART TIME
EXISTING EMPLOYEES		
PROPOSED EMPLOYEES		

HOURS OF OPERATING

PLEASE STATE THE HOURS OF OPENING FOR EACH NON-RESIDENTIAL USE PROPOSED:

USE	MONDAY – FRIDAY	SATURDAY	SUNDAY AND PUBLIC HOLIDAYS



APPENDIX 2 – ADDITIONAL INFORMATION FOR DEVELOPMENT APPROVAL FOR ADVERTISEMENTS

Note: To be completed in addition to the Application for development form.

1. **Description of property on which advertisement is to be displayed including full details of its proposed position within that property:**

2. **Details of proposed sign:**

(a) Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):

(b) Height _____ Width _____ Depth _____

(c) Colours to be used: _____

(d) Height above ground level:

• To top of advertisement: _____

• To underside: _____

(e) Materials to be used:

Illuminated Yes No

If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source (including details of maximum luminance levels (candelas per square metre) where applicable:

3. **Period of time for which advertisement is required:**

4. **Details of signs (if any) to be removed if this application is approved:**

5. **Supporting Documentation (scaled plans and/or a photograph):**

This application should be accompanied by scaled plans and or a photograph of the premises showing the sign (including dimensions) superimposed and detailing any signage to be removed as part of the application.

Signature of Advertiser(s): _____

(if different from land owners): _____

Date: _____