

SHIRE OF LAKE GRACE LOCAL PLANNING SCHEME NO.4



DEVELOPMENT APPLICATION CHECKLIST

In addition to a completed and signed 'Form 1' application form and payment of the prescribed fee/s, all development applications submitted to the Shire of Lake Grace must provide the following information as applicable and relevant to the proposal being put forward for formal consideration and determination:

1. A **covering letter** providing details of the existing and proposed development and/or use of the land the subject of the application. For all **residential development** including carports, pergolas and outbuildings (i.e. sheds), written justification is required for any proposed variation/s to the deemed-to-comply requirements of the Residential Design Codes. For any **commercial or industrial development** the following details must be provided:
 - i) a brief description of all existing and/or proposed uses on the land and their days and hours of operation;
 - ii) the total number of people to be employed on the land;
 - iii) any processes to be conducted on the land including the type of machinery and equipment to be used;
 - iv) the type of goods to be stored, manufactured, assembled or sold from the land;
 - v) the total anticipated traffic volumes likely to be generated by both heavy and light vehicles including the type, length and frequency of heavy vehicles attending the site; and
 - vi) all waste likely to be generated including management and disposal arrangements.
2. Suitably scaled **site development plan/s** showing the following:
 - i) the location and configuration of the land including street names, lot number/s, north point and the land's total area and dimensions;
 - ii) existing and proposed ground levels (i.e. topography / contours for the whole site);
 - iii) key environmental features including watercourses, wetlands and native vegetation;
 - iv) any existing structures and/or environmental features proposed to be removed and/or modified;
 - v) the location, boundary setbacks and use of any existing and/or proposed buildings;
 - vi) the location, dimensions and surface treatments of any existing and/or proposed vehicle accessways including driveway crossovers, parking bays and pedestrian pathways;
 - vii) the location of any existing street trees and essential service infrastructure in all verges abutting the land's road frontage including details of any proposed modifications;
 - viii) the location, dimensions and surface treatments of any area/s used for the loading / unloading of vehicles, open storage and/or trade display;
 - ix) the location and dimensions of any existing and/or proposed open space and landscaping;
 - x) the type, location and boundary setbacks of any existing and/or proposed effluent disposal infrastructure;
 - xi) details of any existing and/or proposed stormwater drainage infrastructure; and
 - xii) the location, dimensions and construction materials for any existing and/or proposed retaining walls, boundary fencing and gates.
3. Suitably scaled **floor plan/s, elevation drawings and sections** of any building/s proposed to be erected or altered including details of all building dimensions and floor areas in square metres, external construction materials and colours, the finished floor level above the natural ground level and the existing and/or proposed use of all rooms.
4. A **report** on any specialist studies in respect of the proposed development that the local government may require the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering and/or bushfire assessments.
5. **Any other information or plan/s** that the local government may reasonably require to assess and determine the application.
6. A **Form 2** for providing additional information for development approval for advertisements (i.e. advertising signage).

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FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details

Name/s:

ABN (if applicable):

Postal Address:

Postcode:

Work Phone:

Fax:

E-mail:

Home Phone:

Mobile Phone:

Contact Person for Correspondence:

Signature:

Date:

Signature:

Date:

NOTES:

- i) Use and attach a separate copy of this page where there are more than two (2) landowners.
- ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). Land owned by an incorporated body (i.e. a company) must be signed by:
 - 1 director of the company, accompanied by the company seal; or
 - 2 directors of the company; or
 - 1 director and 1 secretary of the company; or
 - 1 director if a sole proprietorship company.
 Print the full names and positions of company signatories underneath the signatures.
- iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.
- iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Lake Grace where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.

Applicant Details (if different from owner)

Name/s:

Address:

Postcode:

Work Phone: Home Phone: Mobile Phone:	Fax:	E-mail:
Contact Person for Correspondence:		
Signature:		Date:
<p>NOTES:</p> <p>i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold.</p> <p>ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full.</p> <p>iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015, the information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</p> <p>iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full.</p> <p>v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination.</p>		
<p>Property Details</p> <p>NOTE: The details provided must match those shown on the relevant Certificate/s of Title.</p>		
Lot No:	House/Street No:	Location No:
Survey Diagram or Plan No:	Certificate of Title Volume No:	Certificate of Title Folio No:
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title):		
Street name:		Suburb:
Nearest street intersection:		
<p>Proposed Development:</p> <p>Nature of development: <input type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use</p> <p>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.</p>		
Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> 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 (excluding GST):

OFFICE USE ONLY

Date application received:

Received by:

Application reference number:

Application fee payable: \$

Date of receipt of application fee from applicant:

Receipt number for application fee:

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**FORM 2 - ADDITIONAL INFORMATION FOR
DEVELOPMENT APPROVAL FOR ADVERTISEMENTS**

Note: To be completed in addition to the Application for Development Approval form (i.e. Form 1).

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 —
(a) (to top of advertisement):
(b) (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:

3. Period of time for which advertisement is required:

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

Note: *This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 4 above.*

Signature/s of advertiser/s:
(if different from landowner/s)

Date: