

Development Application Checklist

RESIDENTIAL



The following information is required to enable an initial review and acceptance of your Application for Development Approval. The City may request further details during the formal assessment process.

Enquiries & Lodgement

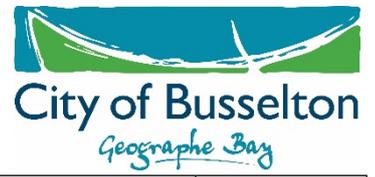
- Phone:** Call Planning Services direct on 9781 1731
Online: city@busselton.wa.gov.au
In person: City of Busselton Administration Building – 2 Southern Drive, Busselton
By Post: Locked Bag 1, Busselton WA 6280

Information	When is it required?	Provided (Please tick)
Application for Development Approval Form <ul style="list-style-type: none"> - All landowners must sign the form. - Where the property is owned by a company, provide a copy of the ASIC company registration showing that the signatory is permitted to sign on behalf of that company. 	Always	<input type="checkbox"/>
Current Copy of the Certificate of Title <ul style="list-style-type: none"> - Available to purchase from Landgate. - Should there be any Limitations, Interests, Encumbrances and Notifications on the Title, provide a copy of these also available via Landgate. 	Always	<input type="checkbox"/> <input type="checkbox"/>
Covering Letter / Justification Outlining the general nature and details of the proposal <ul style="list-style-type: none"> - What is the development - What will it be used for - Why is it required - Justification for any variations to relevant provisions of the Scheme, Policy and R-Codes (as applicable). 	Always	<input type="checkbox"/>
Residential Design Codes (R-Codes) Assessment Checklist <ul style="list-style-type: none"> - Completed R-Codes Volume 1 - Assessment Checklist - Justification to the applicable design principles should also be provided. 	When your property is zoned residential (e.g. R15) and discretions to the deemed to comply provisions of the R-codes are proposed.	<input type="checkbox"/>
Schedule of Colours and Materials <ul style="list-style-type: none"> - Nominated external colours and materials 	When your property is located within a Special Control Area	<input type="checkbox"/>
Bushfire Attack Level (BAL) Report <ul style="list-style-type: none"> - Check to see if your property is 'bushfire prone' on DFES website. If it's pink, it's bushfire prone - A BAL Report is not able to make thinning recommendations to lower the BAL Rating. You will need a BMP if the BAL is BAL-40 or BAL-FZ to propose vegetation modification to reduce the BAL Rating. 	When your property is designated 'bushfire prone' and; Development forms part of a strata e.g. unit or duplex OR Lot is over 1100m2 and development includes a habitable space (e.g. bedroom).	<input type="checkbox"/>
Bushfire Management Plan (BMP)	When your property is identified as 'bushfire prone'	<input type="checkbox"/>

<ul style="list-style-type: none"> - Check to see if your property is 'bushfire prone' on DFES website. If it's pink, it's bushfire prone. - BMP must be less than 24 month old and provided in colour - BMP must be prepared by a suitably qualified Bushfire Practitioner 	<p>and the nominated Bushfire Attack Level (BAL) is BAL-40 or BAL-FZ and/or clearing is proposed to achieve a lower BAL rating</p>	
<p>Site Plan</p> <p>A diagram, to scale, showing the lot boundaries as well as all existing and proposed buildings and driveways and should include:</p> <ul style="list-style-type: none"> - The location and dimensions of the lot boundaries; - The location and setbacks of all existing and proposed structures, including all buildings, fencing, site works (including retaining walls) and water tanks. Existing structures should be marked if they are to be retained or demolished. - Location of existing and proposed Building Envelopes (BE). All development is to be contained within the BE (where applicable). Modifications to BE's must be accompanied by the BE Additional Information Checklist. - North point, street and lot number and road name. - Natural ground, proposed ground, and finished floor levels (relative to nominated datum point or AHD). - Access points, driveway and/or right of way access. - Street verge including verge trees, power poles, drainage pits, manholes, crossovers, footpaths and any other obstructions. - Location of any easements. - Details of stormwater disposal. - Details of any vegetation and if it is to be retained, removed or trimmed. 	<p>Always</p>	<input type="checkbox"/>
<p>Floor Plan</p> <p>A diagram, to scale, showing the internal layout of the dwelling and should include:</p> <ul style="list-style-type: none"> - A plan of each storey with nominated floor levels (RL or AHD) - Dimensioned floor plan detailing door/window sizes and locations etc. - Roof / eaves lines - Total floor area in square metres. 	<p>Always</p>	<input type="checkbox"/>
<p>Elevations</p> <ul style="list-style-type: none"> - North, south, east and west elevations - Natural ground levels, proposed ground levels and finished floor levels (relative to nominated datum point or AHD). 	<p>Always</p>	<input type="checkbox"/>
<p>Other</p> <ul style="list-style-type: none"> - (A) Averaging calculations for primary street setback - (B) Open space calculation expressed in percentages and square metres - (C) Overshadowing calculation expressed in percentages and square metres, and showing the extent of overshadowing on adjoining properties. - (D) Overlooking diagram - (E) Minimum required street setback area landscaping, tree and associated planting area for all single house and grouped dwelling applications 	<p>(A) When development within the front setback is proposed (B) Always (C) & (D) When development greater than a single storey and/or the finished floor level is more than 500mm above NGL (E) R-Coded lots only</p>	<input type="checkbox"/>

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- (F) Strata body approval		
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