

Development (Planning) Application Checklist

OUTBUILDINGS (ALL ZONES)



Applications for development (planning) approval will require the following supporting material to be accepted for assessment. During assessment of the proposed development, the City may request additional information or material that is reasonably required to determine the application.

Please contact the City's Planning team on 9781 1731 or via email at city@busselton.wa.gov.au

APPLICATION FORM, CERTIFICATE OF TITLE AND COVERING LETTERS (required for <u>ALL</u> applications)	PROVIDED (please tick)
<p>Application for Development Approval Form All landowner(s) must sign the Application Form. Land in company ownership must :</p> <p>a) Provide a current copy of the ASIC statement. b) Be signed by authorised signatory(s), state full name and position held within the company as follows:</p> <ul style="list-style-type: none"> (i) two (2) directors; or (ii) director and company secretary; or (iii) in the case of sole director companies, either (i) the sole director; or (ii) sole director and company secretary. 	<p>Always <input type="checkbox"/></p>
<p>Certificate of Title A current copy of the Certificate of Title must be provided and is available to order from the Landgate website.</p>	<p>Always <input type="checkbox"/></p>
<p>Limitations, interests, encumbrances and notifications registered on the Certificate of Title If the Certificate of Title has any notifications, easements, restrictive covenants, caveats etc Copies of all these documents must be provided with the application and are available to order from the Landgate website.</p> <p><i>NOTE: In addition to the planning framework, there may be requirements or limitations specific to your property which are imposed by other agencies. The City does not maintain or have access to these documents; therefore you will need to access this information directly from Landgate.</i></p>	<p>Always <input type="checkbox"/></p>
<p>Covering Letter As a minimum, the covering letter should include the following:</p> <p>a) Address of the property. b) Description of what you are applying for, relevant to the development. c) A list of the documents that have been submitted as part of your application.</p> <p>This is an opportunity for you to communicate your proposal to the City's planning team, who have not been involved in the design process. Please provide detailed information regarding your proposal and the rationale behind your decisions including any reasons for siting/design and the intended use of the proposed Outbuilding.</p>	<p>Always <input type="checkbox"/></p>
<p>Letter of Justification Where any discretions/variations are proposed to the applicable standards sufficient justification against the relevant objectives of LPP 4.10 and/or designed principles of the R-codes shall be provided. Please refer to pages 3 and 4 of this checklist for more information.</p>	<p>Always <input type="checkbox"/></p>

DEVELOPMENT PLANS	PROVIDED (please tick)
<p>Site Survey Site Feature Survey prepared by a Licensed Land Surveyor (including the adjacent road reserve).</p>	<p>Case by Case <input type="checkbox"/></p>
<p>Site Plan The Site Plan must encompass property details such as boundaries, dimensions, street names, existing contours, positions of buildings and structures, tree and landscaping features, and driveway/crossover for vehicles (as applicable). Additionally, it should include relevant street verge considerations, including any obstructions such as street trees and power poles. Refer to Appendix 3 Application Documentation of the R-Codes (page 136) for further guidance.</p>	<p>Always <input type="checkbox"/></p>
<p>Floor Plan Scale drawing (typically 1:100) showing all the internal floor layout, including wall lengths, articulation and their distances from the boundaries of the site.</p>	<p>Always <input type="checkbox"/></p>
<p>Elevations Scale drawing (typically 1:100) showing: a) North, south, east and west elevations. b) Natural ground levels (NGL's), proposed finished ground levels and finished floor levels (relative to datum or AHD). c) Building height, wall height and ridge heights relative to datum or AHD.</p>	<p>Always <input type="checkbox"/></p>
<p>Other – Building Envelope a) Details of approved and proposed building envelope (where applicable) b) Where an amended building envelope is proposed, the plans are required to detail the setbacks of the building envelope to all lot boundaries and the area of the approved envelope and proposed envelope. The overall area of the building envelope should be retained, meaning that a portion of envelope will be removed to extend a portion of the envelope.</p>	<p>Always <input type="checkbox"/></p>
OTHER ACCOMPANYING MATERIAL AND REPORTS (required for proposed developments as described below)	PROVIDED (please tick)
<p>Schedule of Colours and Materials The nominated external materials, including colours, must be provided on a separate schedule or included on the plans.</p>	<p>Case by Case <input type="checkbox"/></p>
<p>Bushfire Attack Level Assessment/ Bushfire Management Plan If your property is within an area designated as bushfire prone on the Map of Bushfire Prone Areas and your outbuilding is within 6m of a dwelling additional bushfire requirements may apply. Please contact the City's Planning team to discuss prior to lodging your development application. To confirm if your development is within a designated bushfire prone area, refer to the Map of Bushfire Prone Areas. The pink area on the map is designated bushfire prone.</p>	<p>Case by Case in Bushfire Prone <input type="checkbox"/></p>

APPLICANT'S SELF ASSESSMENT

HEIGHT AND AREA		
	Required Refer to Appendix 1 of Local Planning Policy 4.10	Proposed
Area (m ²)		
Wall height (m)		
Ridge height (m)		

SETBACKS			
	Aspect: North/South/East/West	R-code/Scheme Requirement*	Proposed
Front (m)			
Rear (m)			
Side (m)			
Side (m)			

* Generally, setbacks for Outbuildings in various zones are as follows:

- i) within the Residential zone are as per Table 2a on page 46 of the R-codes; and
- ii) within the Rural Residential zone are as per the City's Local Planning Scheme No. 21 and/or applicable structure plan/DGP.

OBJECTIVES FOR THE ASSESSMENT OF APPLICATIONS

An Outbuilding and other Non-habitable Building that meets the standards outlined in Appendix 1 of LPP 4.10 is deemed compliant, with respect to the objectives below.

Where development does not meet those standards, it will be considered and required to satisfy the following objectives (in addition to any other relevant 'matters to be considered', as per clause 67 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015).

- (a) Outbuildings and other Non-habitable Buildings are to be of a scale that will not unreasonably detract from the streetscape and/or the visual amenity of residents or neighbouring properties.
- (b) Outbuildings and other Non-habitable Buildings are to be of a form and scale consistent with the Objectives of the Zone in which they are located.
- (c) Outbuildings and other Non-habitable Buildings are to be suitably located on a site with adequate setbacks and located within a Building Envelope (where applicable). Where a lot does not have a designated Building Envelope but one is applicable under the Scheme, Outbuildings and other Non-habitable Buildings should be located in proximity to, or clustered with, other development (including the dwelling) on the site.
- (d) Outbuildings and other Non-habitable Buildings are to be located with consideration given to the retention of native vegetation and/or remnant vegetation on site.

- (e) Outbuildings and other Non-habitable Buildings are to be located such that they do not increase the threat of bushfire to habitable buildings on the site.

STATE PLANNING POLICY 7.3 RESIDENTIAL DESIGN CODES (R-CODES)

Development on land zoned Residential is required to comply with [State Planning Policy 7.3 Residential Design Codes](#) (R-Codes). The purpose of the R-Codes is to provide a comprehensive basis for the guidance and control residential development throughout Western Australia. To facilitate good design outcomes, the R-Codes provides two pathways being “deemed-to-comply” and “design principle” for the assessment and determination of proposed development.

The proposed development does not meet the “deemed-to-comply” requirements and the applicant is required to address the relevant “design principles” as provided below.

DESIGN PRINCIPLES

- P3.1 Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:
- reduce impacts of building bulk on adjoining properties;
 - provide adequate sunlight and ventilation to the building and open spaces on the site and adjoining properties; and
 - minimise the extent of overlooking and resultant loss of privacy on adjoining properties.

Applicant Justification