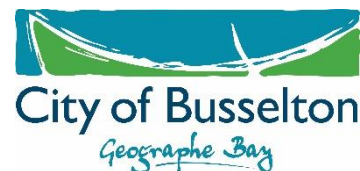


Development Application Checklist

SHORT-TERM ACCOMMODATION



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

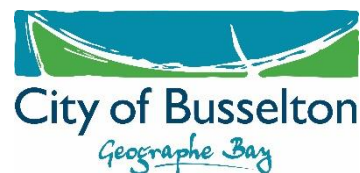
- Phone:** Call Planning Services direct on 9781 1731
- Online:** city@busselton.wa.gov.au
- In person:** City of Busselton Administration Building – 2 Southern Drive, Busselton
- By Post:** Locked Bag 1, Busselton WA 6280

Please be aware all correspondence and invoices for payment of development application fees will be directed to the applicant via the email address provided on the application form, unless otherwise advised.

Information	When is it required?	Provided
<p>Application for Development Approval Form</p> <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"/>
<p>Current Copy of the Certificate of Title</p> <ul style="list-style-type: none"> - Available to purchase from Landgate. - Should there be any Caveats, Covenants, Notifications or Easements on the Title, please provide a copy of these also. 	Always	<input type="checkbox"/>
<p>Site Plan</p> <p>A Site Plan is a drawing of a property showing the lot boundaries as well as all existing buildings and driveways.</p> <ul style="list-style-type: none"> - The plan is required to be to scale showing existing structures and property boundaries. - Car parking layout. Clearly mark any garages, carports and/or other hard stand areas to be used for car parking. - You may submit a recent aerial photo printed scale and marked-up, which is available from the City's Online Mapping. <p><i>Note: Parking should be a minimum 2.3m wide for each vehicle (+ 0.3m on each side next to a wall or other obstacles, like a fence).</i></p>	Always	<input type="checkbox"/>
<p>Floor Plan</p> <p>A diagram, to scale, showing the internal layout of the dwelling.</p> <ul style="list-style-type: none"> - The floor plan should identify any areas not available for guest use (if applicable). - Sleeping configuration for guests in each bedroom (also see page 2) e.g. double or bunk beds. - Internal dimensions of bedrooms. 	Always	<input type="checkbox"/>
<p>Bushfire Management Plan (BMP) & Emergency Evacuation Plan (EEP)</p> <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. - Refer to the Accredited Bushfire Practitioner Register - BMP must be less than 24 month old and provided in colour - BMP & EEP must be prepared by a Level 3 practitioner 	When your property is identified as 'bushfire prone' and the nominated Bushfire Attack Level (BAL) is BAL-12.5 or above.	<input type="checkbox"/>

Development Application Checklist

SHORT-TERM ACCOMMODATION



Property Address Details: _____

*Provide room details and dimensions below where bedrooms are available for guest use.

Bedroom Sleeping Configuration		
Bedroom Details	Use	No. Guests in Room
Bed 1 Length: _____ Width: _____ Area (m2): _____ Bed Type: _____ <i>e.g. bunk beds</i>	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____
Bed 2 Length: _____ Width: _____ Area (m2): _____ Bed Type: _____	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____
Bed 3 Length: _____ Width: _____ Area (m2): _____ Bed Type: _____	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____
Bed 4 Length: _____ Width: _____ Area (m2): _____ Bed Type: _____	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____
Bed 5 Length: _____ Width: _____ Area (m2): _____ Bed Type: _____	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____
Car Parking Please indicate clearly on your plans the location and number of car parking bays available for guests.		