Development (Planning) Application Checklist

RESIDENTIAL (DWELLINGS AND/OR ADDITIONS)

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 ALL applications)	**PROVIDED** (please tick)
Application for Development Approval Form All landowner(s) must sign the Application Form. Land in company ownership must : 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: (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.	Always ☐
Certificate of Title A current copy of the Certificate of Title must be provided and is available to order from the Landgate website.	Always ☐
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. ***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.*	Always ☐
Covering Letter As a minimum, the covering letter should include the following: 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. 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. For instance, if you are requesting a specific location for your swimming pool to preserve several significant trees, please explain this consideration in your submission.	Always ☐
R-Codes Assessment Template In the Residential zone, applicants are required to complete an R-Codes Assessment Template to identify any elements which do not meet the "deemed-to-comply" provisions and require the exercise of discretion via a "design principle" merits-based assessment pathway.	Always ☐

(08) 9781 0444
city@busselton.wa.gov.au
www.busselton.wa.gov.au

Document Set ID: 3796688
Version: 19, Version Date: 08/07/2026

The R-Codes Assessment Template streamlines residential development application compliance assessment to support a consistent, accurate and faster determination process. Please complete an R-Codes Vol. 1 – Part B Assessment Template to accompany the application.	
Letter of Justification Where completion of the R-Codes Assessment Template identifies any elements which do not meet the "deemed-to-comply "provisions, an accompanying letter of justification is required which addresses the relevant "design principles". In addition, any other Scheme and/or Local Planning Policy provisions relevant to the proposed development must be addressed. The letter of justification must reasonably consider and address the potential impact of the development both to adjoining landowners and within the subject Site, and where applicable, any measures to ameliorate the impact.	Always ☐
DEVELOPMENT PLANS	**PROVIDED** (please tick)
Site Survey Site Feature Survey prepared by a Licensed Land Surveyor (including the adjacent road reserve).	Always ☐
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 access points for pedestrians and vehicles. 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.	Always ☐
Floor Plan Scale drawing (typically 1:100) showing: a) All floor plans, including wall lengths, articulation and their distances from the boundaries of the site. b) Internal floor plans and layouts for proposed dwellings/extensions – this includes window position, room areas and dimensions, room names etc…	Always ☐
Elevations Scale drawing (typically 1:100) showing: a) North, south, east and west elevations. b) Natural ground levels, 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. d) For developments approaching the maximum height limits, indicate the maximum permitted building height above natural ground level (NGL).	Always ☐
Other (required for R-Coded lots only) Scale drawing (typically 1:100) showing: a) New dwellings will require details of a 2m x 2m planting area and tree. b) Open space calculations, expressed in percentages and m^2. c) Any proposed development within the front setback area will require averaging calculations for the primary street setback. For any proposed development greater than a single storey and/or the finished floor level is greater than 500mm above the natural ground level will require the following:	Always ☐

(08) 9781 0444
city@busselton.wa.gov.au
www.busselton.wa.gov.au

Document Set ID: 3796688
Version: 19, Version Date: 08/07/2026

a) overshadowing calculation(s) expressed in percentages and m^2, and showing the extent of overshadowing on adjoining property(s); and b) overlooking details, within the cone of vision.	
Other (required for non-R-Coded areas only) a) Details of approved building envelope. 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. c) Details and location of rainwater tank(s), onsite effluent disposal system (as applicable).	Always ☐
OTHER ACCOMPANYING MATERIAL AND REPORTS (required for proposed developments as described below)	**PROVIDED** (please tick)
Schedule of Colours and Materials The nominated external materials, including colours, must be provided on a separate schedule or included on the plans.	Case by Case ☐
Bushfire Attack Level (BAL) Assessment Proposed development within an area designated as bushfire prone on the Map of Bushfire Prone Areas will require a BAL assessment in the following circumstances: (a) The development forms part of a strata e.g. unit or duplex; OR (b) The lot is over 1100m^2 and development includes a habitable space (e.g. bedroom). 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. A BAL is required to be prepared by an accredited bushfire practitioner (Level 1, 2 or 3). A list is available on the FPAA BPAD Accredited Practitioner Register. The BAL must be less than 12 months old and provided in colour. Any vegetation modification and/or thinning to reduce a BAL rating cannot be detailed in a BAL Assessment, and would require the preparation of a Bushfire Management Plan.	Case by Case in Bushfire Prone ☐
Bushfire Management Plan (BMP) Where a determined BAL rating exceeds a BAL-29 (BAL-40 or BAL-FZ) the preparation of a bushfire management plan (BMP) will be required, which addresses the relevant Bushfire Protection Criteria of the Guidelines. A BMP is a living document that sets out short-medium and long-term risk management strategies for the life of the development and will include details of any modification to vegetation required to achieve a lower BAL rating. A Bushfire Management Plan will be required with the aim of achieving a BAL-29 or less, and is required to be prepared by one of the following levels of accredited bushfire Practitioners: - Level 2 – Bushfire Planning Practitioner (Prescriptive); *or* - Level 3 – Bushfire Planning Practitioner (Performance) A list is available on the FPAA BPAD Accredited Practitioner Register. The BMP must be less than 24 months old and provided in colour.	Case by Case in Bushfire Prone ☐

(08) 9781 0444
city@busselton.wa.gov.au
www.busselton.wa.gov.au

Document Set ID: 3796688
Version: 19, Version Date: 08/07/2026