

Development Application Checklist

BUILDING ENVELOPE MODIFICATION



This checklist has been prepared to ensure that building envelope modification Development Applications submitted to the City include all of the information required to deem the application 'complete' and enable the application to be processed in a timely manner. The City requests that a completed check sheet accompanies all residential Development Applications.

Development Applications deemed 'incomplete' may not be accepted and may be returned to the applicant to re-submit when all outstanding information is available.

Enquiries

Enquiries may be directed to Planning and Development Services staff on 9781 1731, via email at city@busselton.wa.gov.au, or in person at the City Administration Building during office hours, Monday – Friday.

Minimum Required Information	N/A	Applicant	Office Use
Development Application Form <ul style="list-style-type: none"> Completed Application for Development Approval (Schedule 2 Form) Must be ink signed by ALL landowners registered on the certificate of title, or accompanied by a letter of authorisation signed by ALL landowners. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Copy of the Certificate of Title <ul style="list-style-type: none"> This is to confirm ownership details and check for any caveats and memorials that may affect the proposed development. Available to purchase from Landgate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covering Letter <ul style="list-style-type: none"> Outlining the general nature and details of the proposed modification. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information for Advertisement Approval Form <ul style="list-style-type: none"> Completed Additional Information for Building Envelope Modification (see over). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (drawn to an appropriate scale – 1:100 / 1:200); To include the following information: <ul style="list-style-type: none"> Street and lot number and road name; North point; Natural ground, proposed ground, and finished floor levels (relative to nominated datum point or AHD); Access points, driveway and/or right of way access; Boundary and lot dimensions; Building envelope setbacks to all boundaries; Details and location of any fencing; Location of any easements; Tree Survey detailing the location of tree trunks and canopy and tree heights and diameters; Details of any vegetation to be removed and/or trimmed if located within a Special Control Area. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Minimum Required Information		N/A	Applicant	Office Use
<p>Bushfire Attack Level (BAL) Assessment Properties designated bushfire prone on the Map of Bush Fire Prone Areas require a Bushfire Attack Level (BAL) Assessment report prepared by an Accredited Bushfire Practitioner.</p> <p>In accordance with State Planning Policy 3.7, lots exceeding 1,100m² with a nominated BAL-40 or BAL-FZ also require a Bushfire Management Plan (BMP) prepared by a Level 3 Accredited Bushfire Practitioner.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lodgement Methods				
<p>Online Email city@busselton.wa.gov.au</p>	<p>In person City of Busselton Administration Building 2 Southern Drive, Busselton</p>	<p>By Post Locked Bag 1 Busselton WA 6280</p>		

Notes: 1) The above information is required to enable an initial assessment of the application only. If required the City may make a further request for additional supporting information to facilitate the assessment process. 2) This is not an application for a Building Permit. A separate application must be made to the City's Building Services.

PROPERTY & GENERAL SITE DETAILS

Property Address:

Building Envelope Size/Area:

Generally, the overall area of the building envelope is to be maintained, therefore where an area of envelope is extended, a portion of the envelope will be removed.

Size of existing building envelope: _____m²

Size of proposed building envelope: _____m²

Vegetation:

Will the modification to the building envelope result in the removal of any vegetation? Yes
 No

If yes, please provide a description of vegetation that will be removed (include photos where possible).

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Will the modification to the building envelope result in the protection of any vegetation? Yes
 No

If yes, please provide a description of vegetation that will be protected (include photos where possible).

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JUSTIFICATION COMMENTS

Please provide justification comments for the proposed modification/variation to the building envelope addressing the above criteria.

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Declaration: (Making a false statement may be an offence)	I/We declare that all details in this form are true and correct.	
	Signature of Applicant(s):	Date: