

Planning Application Checklist

This checklist has been introduced to ensure that development applications are complete before they are registered as applications.

- a) The Information is required pursuant the Shire of Coolgardie Local Planning Scheme 5
- b) Assessment cannot be carried out by a planning officer until all information is received and
- c) Complete information reduces delays arising from an incomplete application.

	Details	Included			
1	Completed Application Form				
	• Is the application form attached, signed by landowner and all sections completed?	□Yes □No			
	• If the site is a Crown Lease – is a letter of authorisation from DPLH attached	□Yes □No			
	Are the applicants contact name, phone number and email included?	□Yes □No			
2	Certificate of Title				
	Is the Certificate of Title attached	□Yes □No			
3	Payment of Planning Fees				
	• Have the planning fees been paid as per the Shire Fees and Charges Schedule	□Yes □No			
4	Site Plan (to a recognised scale)				
	Does the site plan include the following details?	□Yes □No			
	 Property street names, lot number(s), north point, and lot boundary dimensions 				
	• All existing and proposed structures/buildings shown with distance from lot				
	boundaries				
	• Existing and proposed vehicle access to and from the site, and crossover details.				
	• Location, number, dimensions, and layout of all car parking spaces provided.				
	• Storm water disposal, Sewer connection details, location of existing septic system				
	and leach drains (length and distance from other buildings etc).				
	Location of Landscaping area				
	• Site survey & finished floor levels (for new development only).				
	Location of any infrastructure, i.e., electricity poles etc.				
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Example 2 - Site plan using aerial



5	Floor Plans (to a recognised scale)	
	Are floor plans attached including the following?	□Yes □No
	 All dimensions of proposed new buildings and/ or additions. 	□Yes □No
	 Internal Layout, including room names and sunken areas. 	□Yes □No
	 Location and dimensions of windows and doors. 	□Yes □No
	 Ridge, valley, eaves line and downpipe locations; and 	□Yes □No
	 Land use pursuant to the Local Planning Scheme 5/R-codes 	□Yes □No
6	Elevations (appropriately labelled e.g., North, South, East and West) (to a recognised	
	scale)	□Yes □No
	Are Elevations attached including the following?	□Yes □No
	• Front rear and side views of proposed new buildings or existing buildings if	□Yes □No
	additions	□Yes □No
	 Location and dimensions of windows and doors 	□Yes □No
	Wall and roof heights.	□Yes □No
	 Existing ground level; and details of any proposed retaining walls. 	□Yes □No
	• Finished floor levels of proposed new buildings or existing buildings if additions are	
	proposed.	
	 Photos/examples of exterior treatments, finishes and colours (where relevant) 	
	FFL Rear Elevation Example	
	Example 1 - Elevation	
7	Sea-containers or transportable buildings, repurposed, second-hand buildings donga	
	or shed homes	□Yes □No
	• Does the proposal include transportable, second-hand, or repurposed structures?	□Yes □No
	• Does the proposal include sea-containers or dongas as part of the development?	□Yes □No
	 Are details of exterior materials, roof material and pitch, colours included 	□Yes □No
	• Are Photos/examples or colours plans showing the exterior treatments, finishes	□Yes □No
	and colours included	
	 Is a construction program attached, detailing stages and timeframes to complete warks and modifications and autorian tractments 	
8	works and modifications and exterior treatments Supporting Information.	
0	Is there any supporting information attached with the application?	□Yes □No
	 Details of the development - building (works) and use 	
	 Material type and colours of building materials. 	□Yes □No
	 Hours of operation, staff numbers, parking and loading areas, noise/odour 	□Yes □No
	emissions	□Yes □No
	 Assessment compliance checklist – Coolgardie Local Planning Scheme No 5 	□Yes □No
	 Assessment compliance Checklist – Residential – R-Codes 	□Yes □No



9	Bushfire Attack Level (BAL) assessment	
	Have you check the Bushfire Attached Level?	□Yes □No
	Check the Department of Fire and Emergency Services website to see if the	
	property is located in a Bushfire prone area <u>www.dfes.wa.gov.au</u> . If yes; Contact	
	the Shire of Coolgardie to check if a Bushfire Attack Level (BAL) assessment or	
	Bushfire Management Plan is required with your application.	

TO BE COMPLETED BY APPLICANT

Name of person submitting the application					
Has all information required by this checklist been provided?	□Yes	□No			
Signature of person submitting the application					
Note: The information is required as part of the process to assess the application and compliance with the					
checklist does not necessarily mean that the proposed will be approved					

OFFICE USE ONLY

Date	Received
Fees	Paid

Documents attached: Record Ref:

DISCLAIMER This development checklist has been compiled to ensure that applications lodged are complete and provide all information required. Please note that the shire reserves the right to request additional information for specific applications. The Applicant is responsible for ensuring the proposal addresses the development provisions. Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of the application. This publication is intended to provide general information only. Verification with the original local laws, planning schemes and other relevant documents is required for detailed references. Further information can be obtained via Shire website, email <u>mail@coolgardie.wa.gov.au</u> or phone - Development Services on 08 9080 2111.