

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

The reasons for requiring complete applications include:

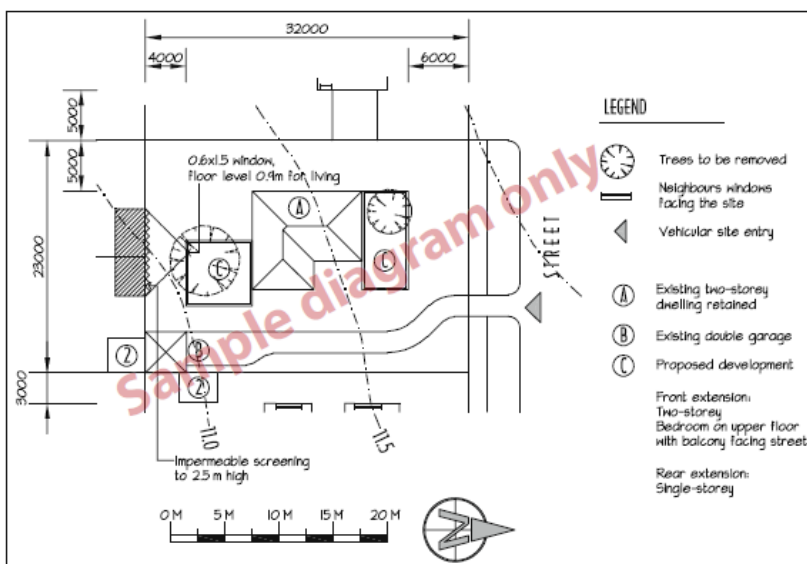
- The Information is required pursuant the Shire of Coolgardie Local Planning Scheme 5 (i.e. therefore required by law);
- Assessment cannot be carried out by a planning officer until all information is received and
- Complete information reduces delays arising from an incomplete application.

1. Certificate of Title

Note: All applications are required to be signed by the owner of the land or alternatively a letter of authorisation from the owner being submitted with the application.

2. Site Plan (to a recognised scale)

- The location of the property including street names, lot number(s), north point and the dimensions of the lot boundary;
- Type of all existing and proposed structures with clear indication of the distance from the lot boundaries to the proposed building(s), including all existing structures and vegetation proposed to be removed;
- Existing and proposed means of access for pedestrians and vehicles to and from the site, and crossover details;
- Location, number, dimensions and layout of all car parking spaces intended to be provided;
- Storm water disposal and sewer connection details, location of existing septic system and leach drains (length and distance from other buildings etc);
- Site survey as existing AHD levels & finished floor levels (for new development only); and
- Location of any infrastructure, i.e. electricity poles etc.

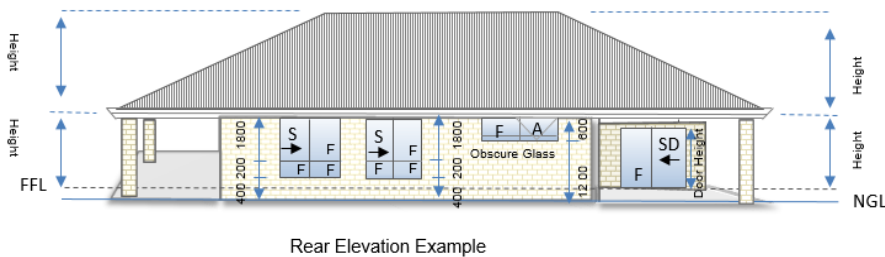


3. Floor Plans (to a recognised scale)

- All dimensions of proposed new buildings and/ or additions;
- Internal Layout, including room names and sunken areas;
- Location and dimensions of windows and doors;
- Ridge, valley, eaves line and downpipe locations; and
- Land use pursuant to the Local Planning Scheme 5/R-codes.

4. Elevations (appropriately labelled e.g.; North, South, East and West) (to a recognised scale)

- Front rear and side views of proposed new buildings or existing buildings if additions are proposed;
- Location and dimensions of windows and doors (including window sill heights from finished floor level and direction of opening e.g.: fixed, sliding, awning);
- Wall and roof heights;
- Existing ground level;
- Finished floor levels of any proposed new buildings or existing buildings if additions are proposed; And
- Include details of any proposed cut or fill and retaining walls.



5. Bushfire Attack Level (BAL) assessment

- Check the Department of Fire and Emergency Services website to see if the property is located in a Bushfire prone area www.dfes.wa.gov.au.

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.

6. Covering Letter

- The existing and proposed use of the site and buildings to be erected on the site;
 - Justification of the nature of proposed development or use;
 - Type and colours of building materials; and
 - For proposed business also include hours of operation, number of staff, parking provided and loading areas, noise/odour emissions

Please Note:

Depending on the nature of your application additional information may be requested. You should review the relevant part of the Local Planning Scheme and / or R-Codes

Your plans and covering letter should show as much information as possible, otherwise delays in processing times may occur.

DEVELOPMENT APPLICATION CHECKLIST

SHIRE OF COOLGARDIE

If you need help deciding what information you should provide please contact the Shire of Coolgardie – Development Services on 08 9080 2111 or email mail@coolgardie.wa.gov.au

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

DISCLAIMER *This development checklist has been compiled to ensure that applications lodged are complete and provide all information required. This will assist the Shire of Coolgardie to expedite processing of applications. Please note that the shire reserves the right to request additional information for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports.*

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.