## Development Application Requirements

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The following accompanying material in support of your development application must be lodged at time of lodgement. Assessment of your development application may not be carried out until all information is received by the assessing officer. Providing complete and correct information at lodgement can reduce delays in assessment.

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| **Part A – Copies of Development Application** |
| Correct number of application copies, including all forms and accompanying material, must be provided as follows:   * 1x digital copy (PDF format) * 1x hard copy of planning documentation * 3x sets of plans (scaled in A3)   Application lodgement information is to be provided in four (4) sections and PDF’s   * Section 1 - Application forms, fees * Section 2 - Supporting documents (that is Planning report, photographs, visual impact analysis, etc) * Section 3 - Plans and drawings * Section 4 - Specialist reports including, but not limited to acoustic report, traffic impact report, waste management etc. |

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| **Part B – Application Forms and Fees** |
| **All Development Applications**  **Form 1 – Application for Development Approval**  All sections completed  Signed by all land owners of the land on which the proposed development is to be located  Signed by applicant  Relevant documentation attached in support of land owners consent (where applicable) |
| **Advertisement Development Applications**  **Form 1 as above and Form 2 – Additional Information for Advertisement**  All sections completed  Signed by advertiser |
| **Certificate of Title (1 x copy)**  This can be obtained from [www.landgate.wa.gov.au](http://www.landgate.wa.gov.au) |

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| **Part B – Application Forms and Fees (Continued)** |
| **Fees**  Development Application must be accompanied by the correct fee as per the Planning and Development Regulations 2009. |

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| **Part C – Supporting Documents** |
| **Planning Assessment Report / Statement in support of the proposal including:**  Description of the proposed land use/development, including land use definition per the Shire of Ashburton Planning Scheme  Duration of the proposal – state specific timeframes if temporary in nature, hours of operation  Car parking allowances/considerations  Compliance with the Planning Scheme requirements and justification for any variations; and/or  Compliance with R-Codes and justification for any variations (for residential uses)  Photographs to support application (where required) |
| **Feature and Contour Survey**  Plan of survey detailing existing and proposed finished ground levels across the development site.  **Site Plan drawn at scale of 1:100, 1:200 or 1:500 illustrating:**   * The proposed development site in the context of its surroundings * Lot number(s), site area, boundaries, dimensions of the site, street names * A North point * Location of existing buildings, nominating those to be retained and those to be removed * Location of proposed buildings and structures, including their features (e.g. air conditioning units, clothes drying facilities, etc) * Details of roads, assess ways, crossovers, car parking and manoeuvring, fencing and verge treatments * Details of pedestrian access points * Location and dimensions of loading/unloading areas (commercial/industrial developments only) * Location and details of existing and proposed landscaping * Details of open space and outdoor living areas * Site levels and floor levels * Location and details of cut/fill and method of retaining * Method of stormwater treatment * Location of bin storage areas (grouped/multiple dwellings and commercial/industrial developments only) * Location of adjoining buildings and separation distances |

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| **Part C – Supporting Documents (Continued)** |
| Full floor and evacuation plans drawn at scale of 1:100 or 1:200   * For all proposed buildings and structures * Includes any buildings and/or structures to be retained or altered as part of the proposed development.   Coloured streetscape perspective of the proposed development (for developments exceeding $1,000,000 and excluding single houses)  **The requirement for specialist reports should be discussed with Town Planning prior to lodgement.**  An indication of reports that may be required include:  Acoustic report  Traffic impact report  Waste management report  Hydraulics and flood impact reports  heritage site analysis |

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| **Part D – Declaration** | | | |
| Name of person lodging development application: | |  | |
| I declare that all information provided is true and correct | | | |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ |