

### Owner Details

|   |  |         |            |  |
|---|--|---------|------------|--|
| Name:   |  |         |            |  |
| Postal Address:   |  |         |            |  |
| Phone:  |  | Mobile: |            |  |
| E-Mail:   |  |         |            |  |
| Contact Person:   |  |         |            |  |
| Signature:  |  | Date:   | Signature: |  |
|   |  |         | Date:      |  |
| <i>The owner/s signature is required on all applications. If unsigned the application will not proceed.</i> |  |         |            |  |

### Applicant Details

|  |  |         |            |  |
|--|--|---------|------------|--|
| Name:  |  |         |            |  |
| Postal Address:  |  |         |            |  |
| Phone:   |  | Mobile: |            |  |
| E-Mail:  |  |         |            |  |
| Contact Person:  |  |         |            |  |
| Signature:   |  | Date:   | Signature: |  |
|  |  |         | Date:      |  |
| <i>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</i> |  |         |            |  |

### Property Details

|  |  |                               |         |              |  |
|--|--|-------------------------------|---------|--------------|--|
| Street / House No:   |  | Lot No:                       |         | Location No: |  |
| Street Name:   |  |                               | Suburb: |              |  |
| Nearest Street Intersection:                                   |  |                               |         |              |  |
| Diagram or Plan No:  |  | Certificate of Title Vol. No: |         | Folio:       |  |
| Title Encumbrances:<br>(e.g. Easements, Restrictive Covenants) |  |                               |         |              |  |

### Proposed Development

|   |       |     |             |
|---|-------|-----|-------------|
| Nature of Development:  | Works | Use | Works & Use |
| Description of <b>existing</b> development and/or land use:           |       |     |             |
| Description of <b>proposed</b> works and/or land use (excluding GST): |       |     |             |
| Approximate cost of development: \$                                   |       |     |             |

### OFFICE USE ONLY

|                         |                             |                             |  |
|-------------------------|-----------------------------|-----------------------------|--|
| Application No:         |                             | Assessment No:              |  |
| Description:            |                             |                             |  |
| Accepting Officer Name: |                             | Date Application Accepted:  |  |
| <b>Fees:</b>            | <b>Application Fees: \$</b> | <b>Advertising Fees: \$</b> |  |
| <b>Total Fee: \$</b>    |                             |                             |  |

# DEVELOPMENT APPLICATION CHECKLIST

|  |  |  |
|--|--|--|
| <b>Forms</b>   | Development application completed in full  |  |
|  | Copy of Certificate of Title (not older than three months)   |  |
| <b>Fees</b>  | Fee Paid - Please refer to the <a href="#">Fees and Charges</a>  |  |
| <b>Plans</b>   | <b>Site Plan</b> - to a readable scale showing location of site including: <ul style="list-style-type: none"> <li>• Street names, lot number(s), north point, dimensions of the site</li> <li>• Existing and proposed ground levels of the site</li> <li>• Location and type of buildings/structures and environmental features (including watercourses, wetlands, and native vegetation)</li> <li>• Location and use of any existing buildings/structures to be constructed or altered</li> <li>• Existing and proposed means of access for pedestrians and vehicles to and from the site.</li> <li>• Existing and proposed surface treatment of trafficable areas</li> <li>• Existing and proposed vehicle access crossovers to be constructed</li> <li>• Location, number, dimensions and layout of all car parking spaces intended to be provided</li> <li>• Location and dimensions of any loading and unloading areas</li> <li>• Location, dimensions and design of any open storage or display area</li> <li>• Nature and extent of proposed landscaping including species, density and reticulation details</li> </ul> |  |
|  | <b>Floor Plan</b> - to a readable scale showing <ul style="list-style-type: none"> <li>• A floor plan of every building level</li> <li>• Room layout including walls, windows, and proposed use for each room</li> <li>• Dimensions of each room</li> </ul>  |  |
|  | <b>Elevations</b> - to a readable scale showing: <ul style="list-style-type: none"> <li>• Dimensions and height of buildings from natural ground level</li> <li>• External Materials, cladding and colors</li> </ul>   |  |
| <b>Submission &amp; Reports</b><br>(please discuss with one of our town planners which technical reports/plans are required) | A written submission outlining details of the proposal (e.g. proposed hours of operation, number of staff, description of activities and other relevant business details.  |  |
|  | Stormwater management plan   |  |
|  | Dust management plan   |  |
|  | Noise management plan  |  |
|  | Bushfire attack level assessment/Bushfire management plan  |  |
|  | Details of power, water and wastewater connection  |  |
|  | Waste management statement   |  |
|  | Heritage impact statement  |  |
|  | Environmental report   |  |
| Any other plan or information the local government reasonably requires   |  |  |

## Notes:

- This checklist indicates the minimum documentation required for the Development Application to be accepted by the Town of Port Hedland. Incomplete applications will be returned to the applicant.
- The Town may request additional information or justification where this is required to allow for an informed assessment of the proposal.
- Fees and Charges can viewed online at the [Town of Port Hedland website](#).
- For enquiries relating to the application requirements and the development approval process please contact the Planning and Development team on (08) 9158 9300 or by email at [epanning@porthedland.wa.gov.au](mailto:epanning@porthedland.wa.gov.au)