

### 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: (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> (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)