



# Development Application Checklist

## WHAT DO I NEED TO PROVIDE?

<b>General Building incl. Single Houses, Sea Containers, Outbuildings etc</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> </ul>	<ul style="list-style-type: none"> <li>Justification Statement</li> </ul>
<b>Home Business</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> <li>Business Statement</li> </ul>	<ul style="list-style-type: none"> <li>Home Business Form – Appendix 1</li> </ul>
<b>Change of Use</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> <li>Traffic Statement/Assessment</li> <li>Waste Management Statement</li> </ul>	<ul style="list-style-type: none"> <li>Justification Statement</li> <li>Business Statement</li> </ul>
<b>Earthworks</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> <li>Site Feature survey</li> </ul>	<ul style="list-style-type: none"> <li>Section Views</li> <li>Dust Management Plan</li> </ul>
<b>Signage</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> </ul>	<ul style="list-style-type: none"> <li>Signage Checklist– Appendix 2</li> </ul>
<b>Grouped Dwellings</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> <li>Traffic Statement/Assessment</li> <li>Waste Management Statement</li> </ul>	<ul style="list-style-type: none"> <li>Detailed Landscape Plan</li> <li>Justification Statement</li> </ul>
<b>Multiple Dwellings</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> <li>Traffic Statement/Assessment</li> <li>Waste Management Statement</li> </ul>	<ul style="list-style-type: none"> <li>Detailed Landscape Plan</li> <li>Justification Statement</li> <li>Perspectives</li> </ul>
<b>Development within the West End Residential zone</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> <li>Justification Statement</li> </ul>	<ul style="list-style-type: none"> <li>Mechanical Engineers Report</li> </ul>
<b>Commercial / Mixed Use</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> <li>Traffic Statement/Assessment</li> <li>Waste Management Statement</li> <li>Detailed Landscape Plan</li> </ul>	<ul style="list-style-type: none"> <li>Justification Statement</li> <li>Business Statement</li> <li>Signage Checklist – Appendix 2</li> <li>Perspectives</li> </ul>
<b>Industrial</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> <li>Traffic Statement/Assessment</li> <li>Waste Management Statement</li> <li>Detailed Landscape Plan</li> </ul>	<ul style="list-style-type: none"> <li>Justification Statement</li> <li>Business Statement</li> <li>Signage Checklist – Appendix 2</li> </ul>
<b>Industry-Noxious</b>	<ul style="list-style-type: none"> <li>All Mandatory Requirements</li> <li>Traffic Statement/Assessment</li> <li>Waste Management Statement</li> <li>Detailed Landscape Plan</li> </ul>	<ul style="list-style-type: none"> <li>Justification Statement</li> <li>Business Statement</li> <li>Signage – Appendix 2</li> <li>Department Environmental Regulation Assessment</li> </ul>

## MANDATORY REQUIREMENTS

	APPLICANT	ACCEPTING OFFICER
<b>Planning Application Form completed in full</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of Certificate of Title</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Deposited Plan/Caveats</b> – required only if Easements/Notifications/Memorandums noted on the Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan</b> – to a scale no less than 1:500 and show the following: <ul style="list-style-type: none"> <li>a) Lot dimensions</li> <li>b) Street Names</li> <li>c) North point</li> <li>d) Existing and proposed buildings/structures clearly defined (including m<sup>2</sup>)</li> <li>e) Existing natural ground level and finished floor levels</li> <li>f) Setbacks (both internal and external)</li> <li>g) Driveway/Access point</li> <li>h) Vehicular movement</li> <li>i) Fencing details</li> <li>j) Layout of existing and proposed parking (dimensioned)</li> <li>k) Position of any adjoining and existing buildings</li> <li>l) Clothes drying area (if applicable)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor Plan</b> – to a scale of 1:100 or 1:200 and show the following: <ul style="list-style-type: none"> <li>a) A floor plan for every storey</li> <li>b) Room layout including walls, windows and the proposed use for each room</li> <li>c) Dimensions of each room</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations</b> – to a scale of 1:100 or 1:200 and show the following: <ul style="list-style-type: none"> <li>a) A view of every face of the building/s</li> <li>b) Materials</li> <li>c) Dimensions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>No</b>	<b>Yes</b>
<b>Is the Lot connected to Water Corporation Sewer?</b> Contact WaterCorp on 13 13 95 to obtain information. If NO, details regarding existing and/or proposed on-site septic systems and wash down bays must be provided on Site Plan. If existing, a copy of all relevant Septic System Approvals must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is any excavation of soil proposed?</b> If yes, what is the approximate volume of the proposed excavation? Please provide measurements in <u>metres</u> .  _____Length      _____Width      _____Depth      _____Volume	<input type="checkbox"/>	<input type="checkbox"/>

## SUPPORTING DOCUMENTS

	N/A	APPLICANT	ACCEPTING OFFICER
<b>Traffic Statement/Assessment</b> (Information Sheet 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste Management Statement</b> – including rubbish collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Detailed Landscape Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Justification Statement</b> in support of the proposal including: <ul style="list-style-type: none"> <li>a) Full details of the proposed use/development</li> <li>b) Compliance with the Scheme / Policies / Local Development Plans / Design Guidelines</li> <li>c) Justification for any variances</li> <li>d) Written Justification for variations to the <i>deemed-to-comply</i> provisions of the R-Codes, including provision of plans showing cone of vision from major opening as they relate to any adjoining properties or details of screening or other measures proposed to reduce overlooking</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business Statement</b> including the following: <ul style="list-style-type: none"> <li>a) A description of all business activities carried out</li> <li>b) The number of staff employed</li> <li>c) The hours and days of operation</li> <li>d) The area of the premises to be used for the business</li> <li>e) Car bays provided</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Feature Survey Plan</b> showing existing and proposed levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Perspectives</b> – must be in colour to a scale of 1:100 or 1:200 and show the following: <ul style="list-style-type: none"> <li>a) Streetscape</li> <li>b) Approach views from either direction</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Home Business Form</b> – Appendix 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signage Checklist</b> – Appendix 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mechanical Engineers Report</b> – Demonstrating Compliance with Clause 6.3.9 of LPS5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section Views</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dust Management Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Department Environmental Regulation Assessment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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 – to determine the application fee please refer to Town Planning Schedule of Fees and Charges, which can be viewed on our website at <http://www.porthedland.wa.gov.au/town-planning-application-forms-checklists-and-fees.aspx>.
- For enquiries relating to the application requirements and the development approval process please contact the Development and Lands Officer on (08) 9158 9300 or by email at [ePlanning@porthedland.wa.gov.au](mailto:ePlanning@porthedland.wa.gov.au).