



Development Application Checklist

WHAT DO I NEED TO PROVIDE?

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

MANDATORY REQUIREMENTS

	APPLICANT	ACCEPTING OFFICER
Planning Application Form completed in full	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>
Deposited Plan/Caveats – required only if Easements/Notifications/Memorandums noted on the Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan – to a scale no less than 1:500 and show the following: <ul style="list-style-type: none"> a) Lot dimensions b) Street Names c) North point d) Existing and proposed buildings/structures clearly defined (including m²) e) Existing natural ground level and finished floor levels f) Setbacks (both internal and external) g) Driveway/Access point h) Vehicular movement i) Fencing details j) Layout of existing and proposed parking (dimensioned) k) Position of any adjoining and existing buildings l) Clothes drying area (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan – to a scale of 1:100 or 1:200 and show the following: <ul style="list-style-type: none"> a) A floor plan for every storey b) Room layout including walls, windows and the proposed use for each room c) Dimensions of each room 	<input type="checkbox"/>	<input type="checkbox"/>
Elevations – to a scale of 1:100 or 1:200 and show the following: <ul style="list-style-type: none"> a) A view of every face of the building/s b) Materials c) Dimensions 	<input type="checkbox"/>	<input type="checkbox"/>
Is the Lot connected to Water Corporation Sewer? 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"/>
Is any excavation of soil proposed? 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
Traffic Statement/Assessment (Information Sheet 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management Statement – including rubbish collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justification Statement in support of the proposal including: <ul style="list-style-type: none"> a) Full details of the proposed use/development b) Compliance with the Scheme / Policies / Local Development Plans / Design Guidelines c) Justification for any variances 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Statement including the following: <ul style="list-style-type: none"> a) A description of all business activities carried out b) The number of staff employed c) The hours and days of operation d) The area of the premises to be used for the business e) Car bays provided 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Feature Survey Plan showing existing and proposed levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perspectives – must be in colour to a scale of 1:100 or 1:200 and show the following: <ul style="list-style-type: none"> a) Streetscape b) Approach views from either direction 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Business Form – Appendix 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage Checklist – Appendix 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Engineers Report – Demonstrating Compliance with Clause 6.3.9 of LPS5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Environmental Regulation Assessment	<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.