



## DEVELOPMENT APPLICATION CHECKLIST

All sections to be ticked  where relevant or crossed  where not applicable

- Development Application Form**
  - All required sections completed
  - Signature of Applicant
  - Signature(s) of each Owner/Registered Proprietor(s) of subject land
  
- Covering Letter** (may be waived for compliant or minor proposals)
  - Addressed to the Chief Executive Officer
  - Thoroughly, accurately and truthfully outlines details of the proposal
  - If applicable, justification why the proposal does not comply with requirements of the Residential Design Codes (see Part 3 of the R-Codes), relevant Town Planning Scheme or Shire Policy
  
- Site Plan x 2 (A4 or A3 only)**
  - For Residential zoned development see application information matrix in Part 3 of R-Codes
  - Scale not less than 1:100 or 1:200 (Residential, Commercial, Industrial), 1:1000 (Rural)
  - Full Address: Lot No, Street No. (urban or rural), Street Name and Suburb/Locality
  - North Point and Scale Bar
  - Natural features (e.g. streams, lakes, rock outcrops)
  - Setbacks of all structures from lot boundaries or building envelope
  - Full site area and all lot boundaries
  - Dimensions of all boundaries (Rural and Special Rural zones exempt)
  - Site area by survey
  - Location of any easements and services (i.e. power lines, water lines, service lines)
  - Vehicle entrance and exit points
  - Vehicle access ways and parking bays, all pedestrian areas
  - Location and description of open space areas, landscaped areas, types of screening or fencing
  - Proximity of adjoining buildings and their uses
  - Existing and proposed buildings and structures
  - Structures and vegetation proposed to be removed
  - Height Contours and Spot Levels
  - Finished Ground Levels and Finished Floor Levels
  - Height of Cut and Fill and Location
  - Onsite effluent disposal system

### Derby

(08) 9191 0999 | 30 Loch Street  
 [sdwk@sdwk.wa.gov.au](mailto:sdwk@sdwk.wa.gov.au) | PO Box 94, Derby WA 6728

### Fitzroy Crossing

(08) 9191 5355 | Flynn Drive  
 [sdwk@sdwk.wa.gov.au](mailto:sdwk@sdwk.wa.gov.au) | PO Box 101, Fitzroy Crossing



## DEVELOPMENT APPLICATION CHECKLIST (Con't)

All sections to be ticked ✓ where relevant or crossed X where not applicable

### Floor Plan x 2 (A4 or A3 only)

- For Residential zoned development see application information matrix in Part 3 of R-Codes
- Scale not less than 1:100
- Finished Floor Levels
- Proposed and existing buildings
- All windows, doors and other entryways
- Use of buildings clearly indicated
- All elevations (views)
- Proposed buildings and signage
- Windows, doors and other entryways
- Materials, colours and finishes of exterior construction
- Natural and Finished Ground Levels (cross section)
- Wall and Roof Heights (above natural and finished ground levels)
- Dimensions of Patios, Verandahs and Balconies, etc

### Heritage

- Assessment of Aboriginal Heritage Issues (any findings)
- Assessment of Post-Settlement Heritage Issues via Heritage Listing (any findings)

### Bushfire Issues

- Assessment of property located within bushfire prone area (any findings)
- Assessment of development site located within bushfire prone area
- Bushfire Attack Level (BAL) Assessment (including BAL Basic) Bushfire Management Plan/Statement

### Development Application Fees

- Refer to Town Planning section of the Shire's Schedule of Fees and Charges

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## DEVELOPMENT APPLICATION CHECKLIST (Con't)

By signing the development application form and the development application checklist, the applicant acknowledges, without prejudice, the accuracy and content of the forms, plans and supporting information submitted with or subsequent to lodgment of the development application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Emailed applications may be accepted initially however an original copy bearing all signatures is required, unless otherwise agreed by the Shire.**

**Incomplete applications may be returned or suspended pending receipt of all required information. Additional information not stipulated above may also be required.**

**The information is required as part of the assessment process for an application and compliance with the checklist does not necessarily mean that a proposal will be supported.**

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