

Development Application Checklist

Change of Use

The City is seeking to improve the effectiveness and efficiency of its Development Approvals process. One of the major contributing factors to delays in assessing planning applications is that the application does not contain sufficient information when originally lodged.

In an attempt to make this process as user friendly as possible, the City of Greater Geraldton asks that you read the following information and complete the easy to use checklist to ensure ALL requirements have been met **before the application is lodged**.

Please note that incomplete applications may not be processed and may be returned to the applicant until such time as all details are provided.

All applications are to be accompanied by:

- A completed application form signed by the owner of the land.
- Three (3) copies of completed scaled and dimensioned plans. Scale to be nominated on plans.
- Planning application fee (refer to Schedule of Fees and Charges).
- Written justification for any variations to the Scheme or Local Planning Policy requirements (if applicable).
- Covering letter outlining the general nature and details of the proposal.

The plans are to include the following information. (Plans not drawn in ink, double sided plans or plans submitted on tracing paper will not be accepted)

1.0 SITE PLAN (Scale of not less than 1:200)

- Street and lot number and street / road name.
- The location of all existing buildings, all other structures, car parking bays and location of landscaped areas.
- Any alterations to the building/s, car parking or site levels (ie. retaining).
- Access points: driveways and/or right of way access.
- Boundaries and lot dimensions.
- Setbacks to all boundaries.
- Details and location of any fencing.
- A schedule of material and finishes of ALL buildings, driveways, fences etc.

- The existing and proposed means of access and egress for pedestrians and vehicles (including bicycles) to and from the site.
- For proposals including partial demolition clearly show areas to be demolished.

Note: With regard to any proposed demolition, if the subject property is contained within the City's Municipal Inventory compliance is required with the provisions of the City's 'Heritage Conservation and Development' local planning policy.

2.0 FLOOR PLAN (Scale 1:100 or 1:200)

- Internal layout showing doors/windows etc and room names.
- Total floor area in square metres.
- Setbacks to all boundaries on all sides.

3.0 ELEVATIONS (Scale 1:100 or 1:200)

- All elevations are to be submitted with description / heading of each elevation (ie. north, south, east, west)
- Natural ground levels and proposed ground levels and finish floor levels relative to nominated datum point or AHD (where applicable).

Note: Elevations are not required for a change of use application where there are no alterations or additions proposed to the external elevation.

4.0 OTHER

In addition to the above the following information is also required:

- A written submission including details of the following:
 - Nature of the activity
 - Proposed hours and days of operation
 - Maximum expected number of employees at any one time
 - Maximum number of expected visitors/customers/clients at the premises at any given time
 - Any equipment to be used (include machines, amplifiers etc)

NOTES:

1. Prior to lodging an application it is suggested you review the City's Local Planning Schemes and the City's Local Planning Policies as they may contain information that affects your proposal. Please visit the City of Greater Geraldton website at www.cgg.wa.gov.au or contact Town Planning on (08) 9956 6900 should you have any specific enquiries.
2. Fees and Charges – to determine the application fee please refer to Town Planning Schedule of Fees and Charges, which can be viewed at the City of Greater Geraldton website at www.cgg.wa.gov.au or at the Civic Centre, Geraldton. Alternatively please contact Town Planning on (08) 9956 6900.
3. In addition to obtaining Development Approval additional approvals may be required from other government agencies under separate legislation. It is your responsibility to obtain any additional approvals required.
4. The City may request additional information or justification where this is required to enable an informed assessment of the proposal to be made.