



# Development Application Checklist

## Commercial and Industrial

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 (*an extra set of scaled plans may be required if the works require referral or determination by an external authority*).
- 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.
- North point.
- Proposed buildings and existing buildings to be retained.
- Existing and proposed uses.
- Natural and proposed ground and finish floor levels (relative to nominated datum point or AHD).
- Access points: driveways and/or right of way access.
- Boundaries and lot dimensions.
- Setbacks to all boundaries.
- Details and location of any fencing.
- Location, layout and dimension of all car parking spaces intended to be provided.
- Street verge including – street verge trees, power poles, drainage pits, manholes, crossovers, footpaths and any other obstructions.
- Location of any easements.
- Existing vegetation and vegetation proposed to be removed.
- Location and height of retaining walls relative to existing ground levels.
- A schedule of material and finishes of ALL buildings, driveways, fences, retaining walls, boundary walls.

- The existing and proposed means of access and egress for pedestrians and vehicles (including bicycles) to and from the site.
- The means for disposal of waste water and for stormwater management.
- 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)

- A plan of every storey with floor levels (RL or AHD).
- Internal layout showing doors/windows etc and room names.
- Roof / eaves lines.
- 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).

## 4.0 OTHER (Scale 1:100 or 1:200)

In addition to the above the following information is also required if it is relevant to the application:

- Location and dimension of all car parking bays (including visitors bays, loading bays, manoeuvring areas and ACROD bays).
- Calculation of:
  - Plot ratio and site coverage.
- Landscaping plan and details.
- Traffic Impact Study (if applicable).
- Floor area(s) for each different use (if applicable).
- Signage details (if applicable).
- Bin storage, open storage and trade display, location and details.
- Identification and description of any activities that may cause dust, odour or any other emission (eg spray painting, sand blasting).
- Details of the number of vehicles (in excess of 2 tonne) to be used in connection with the development / use.
- Details of the nature and extent of any machinery to be used in the operation of the development/use (including noise levels).
- Location, number, dimensions and layout of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access and egress to and from these areas.
- Delineation on the site plan of proposed type of all weather surface finish for all car bays and access to them.

**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 and any other Design Guideline documents that may be applicable as they may contain information that affects your proposal. Please visit the City of Greater Geraldton website at [www.cgg.wa.gov.au](http://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](http://www.cgg.wa.gov.au) or at the Civic Centre, Geraldton. Alternatively please contact Town Planning Services 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.