



# Development Application Checklist

## Outbuildings

The City is seeking to improve the effectiveness and efficiency of its Development Approval process. One of the major contributing factors to delays in assessing development 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.**

**Before lodging your application please ensure that you have reviewed the City's Outbuilding Local Planning Policy as this outlines the maximum standards for Outbuildings as well as other general provisions.**

All Outbuilding applications are to be accompanied by:

- A completed Development Application Form signed by the owner of the land.
- Three (3) copies of completed scaled and dimensioned plans. Scale to be nominated on plans.
- Development application fee (refer to Schedule of Fees and Charges).
- Written justification for any variations to the Scheme, Residential Design Codes (addressing the relevant performance criteria) or Local Planning Policy requirements (if applicable).
- Covering letter outlining the general nature and details of the proposal including the proposed use of the outbuilding.

**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.
- Natural and proposed ground and finish floor levels (relative to nominated datum point or AHD).
- Access points: driveways and/or right of way access (if applicable).
- Boundaries and lot dimensions.
- Setbacks to all boundaries.

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

- Internal layout showing doors/windows
- 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)
- Overall height dimension to be shown from NGL to ridge of roof.
- Wall height dimension to be shown from NGL.
- A schedule of material and finishes of the outbuilding including the roof.

**NOTES:**

1. Prior to lodging an application it is suggested you review the City's Local Planning Schemes and the Residential Design Codes of WA as well as 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](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 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.