



## Shire of Jerramungup

# Planning Application Checklist

DESCRIPTION	NOTES	No Copies	Yes	N/A
Planning Application Form	Has the application form been completed and signed by applicant and owner?	1	<input type="checkbox"/>	<input type="checkbox"/>
Estimated Cost of Development	Has the estimated cost of development been provided on the application form which includes all materials, labour/services, fees payable, overheads met and profit margin?	1	<input type="checkbox"/>	
Application Fee	Has the planning application fee been paid as detailed in the Shire's Schedule of Planning Fees and Charges including any advertising costs?	1	<input type="checkbox"/>	
Site Plans At a scale of not less than 1:500	<p>Do the site plans include the following details?</p> <ul style="list-style-type: none"> <li>The street names, lot numbers, north point and dimensions of the lot</li> <li>Location of new buildings &amp; existing buildings to be retained (or removed).</li> <li>Proposed Finish Floor Levels and Natural Ground Levels</li> <li>Parking, driveways, turning &amp; manoeuvring areas and crossovers.</li> <li>Location of any power poles, major drains or trees on the verge.</li> <li>The location of all existing easements</li> </ul>	2	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans	<p>Do the floor plans include the following details?</p> <ul style="list-style-type: none"> <li>Floor plans to a scale not less than 1:100 indicating the use of each room / area.</li> <li>The location of all windows and doors.</li> <li>Floor area and dimensions of all proposed buildings</li> </ul>	2	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Plans	<p>Do the elevation plans show the following details?</p> <ul style="list-style-type: none"> <li>The view from each property boundary.</li> <li>Natural ground level and proposed finished floor levels.</li> <li>All external materials and colours for walls and roof.</li> </ul>	2	<input type="checkbox"/>	<input type="checkbox"/>

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Written Justification	<p>If the proposal requires further explanation has it been provided in writing?</p> <p>If the proposal involves relaxations to the Local Planning Scheme, existing Local Planning Policies or the Residential Design Codes of WA has written justification been provided?</p>	1	<input type="checkbox"/>	<input type="checkbox"/>
Second-hand Houses	<p>Has the following information been provided in support of a second-hand building:</p> <ul style="list-style-type: none"> <li>A professional report by a structural engineer demonstrating that the building is structurally sound.</li> <li>A detailed list / schedule of any upgrading proposed either in a letter or shown on the elevations?</li> <li>Recent photographs of the house been provided?</li> </ul> <p>Has Local Planning Policy 15 'Transported Buildings' been read and understood?</p>	1	<input type="checkbox"/>	<input type="checkbox"/>
Rainwater Tank	<p>If residential development is proposed is a rainwater tank with a minimum size of 4500 litres been shown, plumbed to the laundry and/or toilet?</p>	1	<input type="checkbox"/>	<input type="checkbox"/>
Point Henry 'Rural Residential' Development	<p>Has a Bushfire Attack Level Assessment Form been completed?</p> <p>Does the site plan show the following details?</p> <ul style="list-style-type: none"> <li>Dedicated 20KL water supply for firefighting;</li> <li>Driveway and turnaround;</li> <li>20m Building Protection Zone (or alternative detailed in an individual lot fire management plan prepared by an experienced fire professional).</li> </ul>	1	<input type="checkbox"/>	<input type="checkbox"/>

### DECLARATION BY APPLICANT

I have read the above checklist and provided documentation for this application in accordance with the specified requirements. I understand that failure on my part to provide all the required information may delay the processing of my application or result in the Shire not proceeding to process my application until the required information is provided in full.

**Applicant's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This information sheet has been produced by the Shire of Jerramungup with all due care as to its accuracy. However the Shire does not warrant or represent that it is free from error or omission. The information contained in this fact sheet is advisory in nature only. The Shire may make changes to the information at any time and without any notice. This information sheet is considered to be correct as at November 2014.