

## DEVELOPMENT APPLICATION – SUBMISSION CHECKLIST



Lodging a Development Application does not need to be confusing. This checklist will assist you in preparing your application to submit to the Shire of Broome and to avoid potential delays that could occur if incomplete information is supplied. Your building, architect or drafts person will generally be aware of the information required to be supplied and Shire of Broome officers are available to answer any questions you may have on lodging a Development Application.

Your application package to the Shire should be accompanied by the following:

1. A **Cover Letter** addressed to the Chief Executive Officer outlining the proposal and addressing any specific issues.
2. A completed **Application for Development Approval Form** (signed by all owners or strata owners).
3. A copy of this completed **Checklist**.
4. **Payment** of the Development Application fee.
5. **One (1) copy** of accompanying **plans showing information** as shown in checklist below.
6. If the site is bushfire prone the information detailed under the 'Bushfire Planning Requirements' below.
7. **Special information requirements (Residential)** as set out under the Residential Design Codes of WA (**R-Codes**) – if your application is related to a Residential property and associated development (ie: outbuildings).

An application can be lodged over the counter at the Shire of Broome Administration Centre corner of Weld and Hass Street, Broome or by mail to Shire of Broome, PO Box 44, Broome, WA 6725.

If you have any queries or would like additional assistance in preparing your application for development approval, please contact the Shire Planning Services on **(08) 9191 3456**. Information is also available on the Shire's website [www.broome.wa.gov.au](http://www.broome.wa.gov.au)

### CHECKLIST

Provided	Not Applicable	Planning officer	
			<b>1) A WRITTEN COVER LETTER INCLUDING:</b>
			<b>Details of the proposed land use/development</b> (Note: if the development is for a home business, bed and breakfast, family day care, please ensure that information detailed in relevant information sheets is provided).
			<b>For Residential Applications: written justification where the Deemed-to-Comply requirements of the R-Codes have not been satisfied</b> – Written justification is required to address the Design Principles stated in the R-Codes and may require additional Plans/Diagrams to demonstrate compliance.
			<b>If any variation to Scheme or Policy is sought, justification for variation to be supplied.</b>
			<b>2) A COMPLETED APPLICATION FOR DEVELOPMENT APPROVAL FORM</b>
			<b>Signatures on Application Form</b> - Application must be signed by <u>ALL LANDOWNERS</u> .
			<b>Strata Titled Properties</b> – if your property is Strata titled advice of support of the Body Corporate must be supplied in the manner of the seal of the Body Corporate, or the signed approval (on the application form or an attached form) of <u>all owners</u> within the strata property.
			<b>Companies</b> – Where a company is the legal landowner and/or applicant, the <u>company seal</u> must be affixed to the original application form, or if no company seal is utilised, the original of the application form must be signed by <u>two directors of the company or the director and secretary</u> (if applicable)
			<b>3) THIS COMPLETED CHECKLIST</b>
			<b>4) FEE PAID AT TIME OF LODGEMENT</b> (as detailed in Fee Schedule on the following page: <a href="http://www.broome.wa.gov.au/Building-Development/Planning/Planning-Forms-Fees">http://www.broome.wa.gov.au/Building-Development/Planning/Planning-Forms-Fees</a> ).
			<b>5) ONE (1) COPY OF THE FOLLOWING PLANS</b>
<b>SITE PLAN</b>			
			<b>Scale of Plan</b> – to be not less than 1:200.
			<b>Street Name and Lot Number</b>
			<b>Site Dimensions/Area, Scale Bar &amp; North Point</b>
			<b>The Adjacent Street Verge</b> including footpaths, street trees, crossover, truncations, power poles, any services and the location of any access restrictions such as road islands adjacent to the site.
			<b>Existing and proposed ground levels based on Australian Height Datum (AHD)</b> and the position and levels of all existing and proposed building(s), wall(s), retaining wall(s) and any other structures.

			<b>Existing and proposed buildings/structures/walls/fences/retaining walls</b> – plans must show what is existing and what is proposed (including details of material to be used and visual permeability if in relation to front fence). Any proposed buildings must have dimensioned distances to the boundaries of the site.
			<b>The Location of any Easement or Piped Services Traversing the Site</b> including any sewer or sewer connection point.
			<b>Location of Existing Structures on Adjoining Properties</b> where they are adjacent to the proposed development including position of windows and designated outdoor living areas.
			<b>Access and parking</b> – the position and width of paved vehicle driveways, pedestrian access ways and parking spaces (both existing and proposed) and if any are to be removed as part of the development. Show on plan the number and dimensions of parking spaces.
			<b>Areas to be landscaped and stormwater disposal</b> – provide general details on a site plan of any areas proposed to be sealed/paved/gravel/road base, areas to remain as pindan and areas to be landscaped. Detailed information (ie: plant species, materials, etc) is <u>not required</u> on your site plan. Please refer to the ‘Detailed Landscaping Plans’ section, where if this is required, it is necessary to provide a separate landscaping plan detailing species, materials, etc.
			<b>Service area locations and bin locations/storage areas (if applicable)</b>
<b>FLOOR PLAN</b>			
			<b>Scale of Plan</b> – to be not less than 1:100.
			<b>All proposed buildings (including outbuildings) indicating the use of each area within the building</b> (eg: shed, workshop, laundry, toilet, etc) <b>and the location of windows, doors and window dimensions.</b>
			<b>Dimensions of the building and rooms and floor area of each building storey.</b>
<b>ELEVATION PLAN</b>			
			<b>Scale of Plan</b> – to be not less than 1:100.
			<b>Show all proposed buildings and signage</b> – Showing building style, materials, colours and finishes of the exterior of the building.
			<b>Ground levels, wall heights and roof heights</b> – Showing the existing and natural levels related to the established common datum.
<b>CROSS SECTION PLAN</b>			
			<b>Scale of Plan</b> – to be not less than 1:100.
			<b>Excavation or Filling</b> – Showing relevant existing, natural and proposed levels related to the datum.
			<b>Ground Levels, Wall Heights and Roof Heights</b> – Showing the existing and natural levels related to the common datum. Details of privacy screening may also need to be shown on elevations if a reduced boundary setback to a habitable area with a finished floor level greater than 0.65m above natural ground level is proposed.
<b>DETAILED LANDSCAPE PLAN</b>			
<i>(NOT required for Single Residential Development. This is in addition to providing general landscaping information on your site plan).</i>			
			<b>Scale of Plan</b> – to be not less than 1:500.
			<b>Location, Dimensions and Design (both on-site and verge)</b> – include nature and extent of driveways, accessways, pathways, paving, lawn, garden bed, trees, water features etc. Indicate areas existing and proposed.
			<b>Existing Plantings that are to Remain</b> – provide species names (ie: Coconut, Eucalyptus)
			<b>Public Utilities</b> – indicate any on verge area and where they enter property (ie: water, telephone, overhead power lines, etc)
			<b>Reticulation</b> – provide details (eg: fully automatic, 12 station, pop up sprinklers, trickle to garden beds).
			<b>Plant Selection</b> – Provide species names of proposed plants, show to scale on plan
			<b>Hardscaping</b> – Show all garden edging and describe materials (eg: concrete kerbing, half pine logs, etc). Garden beds to have a minimum dimension of 0.1m to allow adequate clearance from hardscaping for establishment of planting.
			<b>Garden Bed Treatment</b> – (eg: vegetable mulch, groundcovers – list species, mulch depth)
			<b>6) BUSHFIRE PLANNING REQUIREMENTS</b>
			<b>If the site is situated in a Bushfire Prone Area</b> (to check refer to maps provided at <a href="https://maps.slip.wa.gov.au/landgate/bushfireprone/">https://maps.slip.wa.gov.au/landgate/bushfireprone/</a> ) the following information must be submitted (note: a single dwelling or ancillary dwelling on a lot under 1,100sqm or a non-habitable building does not need to provide this information at the Development Approval stage).
			<b>Bushfire Attack Level (BAL) Assessment</b> prepared by an accredited Level 1 BAL Assessor or Bushfire Planning Practitioner; or
			<b>BAL Contour Map</b> prepared for an accredited Bushfire Planning Practitioner.

			<b>A Statement or Report</b> that demonstrates that all relevant bushfire protection acceptable solutions, or alternatively all relevant performance criteria, contained in the <i>Planning for Bushfire Protection Guidelines (Latest Edition)</i> have been considered and complied with, and effectively address the level of bushfire hazard applying to the land. Note 'vulnerable land uses' as defined in the Guidelines will also require submission of a Fire Management Plan and Emergency Evacuation Plan prepared by a Bushfire Planning Practitioner.
			<b>7) ADDITIONAL INFORMATION FOR DEVELOPMENT IN RESIDENTIAL AREAS</b>
			<b>Roof Overhangs/Eaves</b> - Show the extent of the overhang of any roof/eaves or other architectural feature.
			<b>Construction in Front of Dwelling</b> - Provide design details of any FENCE or WALL proposed to be constructed between the front of the dwelling and the street. The proposed location must also be shown on the SITE PLAN. Note that a fence is not permitted to be constructed as part of this development if this information is not included.
			<b>Garage Doors</b> - Garage door(s) are to be marked on the plans as such, if proposed.
			<b>Separate Screens/Doors/Gates/Fences</b> - Provide the location and details of any proposed physical features, screens, doors/gates, fences and the like, that are separate to the building on the site.
			<b>Car Parking</b> - The location of the vehicle turn-around area on site if any car parking spaces are more than 15m from the front boundary, or if the street is a 'Primary Distributor' or higher category road (i.e. Frederick St, Guy St, Broome Rd, part Cable Beach Rd and part Hamersley St.)
			<b>Retaining Walls</b> - Indicate the location and extent (including design details) of any existing or proposed retaining wall(s).
			<b>Floor Levels Greater than 0.65. Above Natural Ground Level</b> – This is calculated at any point on the site relative to the surveyed height of any boundary in proximity to the building or feature. Demonstrate compliance of all windows deemed as "major openings" under the R- Codes if they are at 1st floor level or at ground floor level if the floor level is greater than 0.65m above natural ground level.
			<b>Outdoor Living/Entertaining Areas Raised Greater Than 0.65m Above Natural Ground Level</b> - Demonstrate compliance under the R-Codes of any outdoor living/entertaining areas that are raised more than 0.65m above natural ground level (as measured at the boundary(ies)).
			<b>Solar Panels/Hot Water Systems/Air Conditioning Units</b> - Indicate on plans the location and design detail of any proposed solar panels, hot water systems and air-conditioning units. Note that such plant and equipment (with the exception of solar panels) should not be visible from the street.
			<b>Strata Lot Boundaries</b> - Indicate the location of any existing or proposed strata lot boundaries including common property and location of services. For Grouped or Multiple Dwellings, if no strata or green title subdivision is proposed then artificial boundaries will need to be shown to demonstrate compliance and enable assessment of compliance with all provisions of the R-Codes. Generally, the artificial boundary line will reflect the fence line dividing each grouped dwelling.
			<b>Grouped and Multiple Dwellings – Car Parking</b> -Provide details of whether each car bay provided for the development is exclusive to a particular dwelling or if it is visitor parking.
			<b>Grouped and Multiple Dwellings – Screening</b> - Indicate on plans the location and screening treatment (as necessary) of any clothes drying areas and bin storage areas.
			<b>Grouped and Multiple Dwellings – Storage Areas</b> - Indicate the location of the required storage area (minimum 4sqm internal with a minimum dimension of 1.5m) for each dwelling.

**PLEASE NOTE THAT ADDITIONAL INFORMATION TO THAT DETAILED ABOVE MAY BE REQUESTED BY THE SHIRE IN ORDER TO FULLY ASSESS A PROPOSAL.**

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#### PAYMENT OPTIONS

- Cash:** Can be made at the Shire of Broome Administration Centre, Corner Weld and Hass Street, Broome.
- Cheque:** Cheque can be made payable to the Shire of Broome and be attached to your application and mailed to Shire of Broome, PO Box 44, Broome, WA 6725
- Credit Card:** Payment can be made over the phone once application is received at the Shire.