

Information Sheet and Checklist

Application for Development Approval

Purpose

The purpose of this Information Sheet is to outline the requirements and process for submitting an Application for Development Approval (sometimes referred to as Planning Consent).

Requirements

Supporting information is required with an application (refer to Clause 63. Accompanying Material in Part 8, Schedule 2 of the LPS Planning Regulations)). The following list summarises the information that should be submitted with your DA Application. You may choose to complete the Development Application Checklist to ensure all information is provided.

Please note, applications lodged with insufficient details may be returned.

1. Application for Development Approval Form to be completed and signed by the landowner.
2. Site, floor and elevation plans –if you are not able to draw plans you may wish to engage the services of a draftsman or architect.
3. Payment of the Application Fee – (Refer to Council's Fees & Charges Schedule).

The general requirements for site, floor and elevation plans are:

1. Size either A3 or A4
2. Must be drawn to scale (ie 1 centimetre = 1 metre). Using graph paper is an easy way to draw to scale.

The minimum scale required is:

- Site Plans – 1:200
 - Floor Plans – 1:100
 - Elevations – 1:100
4. For larger lots (ie over 1 hectare) a scale of 1:500 will be acceptable for site plans
 5. North point must be shown and preferably orientated with north at the top of the page.

What to show on site plans:

The site plan must show the whole of your block and contain the following information:

- Street name(s), lot number(s), north point and the dimensions of the property.
- The location and use of all existing and proposed buildings and structures, including setbacks to boundaries and between buildings. (e.g. house, sheds, swimming pool, water tanks, etc)
- Location of effluent disposal system (if applicable)
- All existing trees close to the proposed structures or driveways
- Proposed Landscaping/Tree Planting
- Existing levels (contours) and proposed ground levels including any filling or excavation of the site
- Any water courses (rivers, creeks or streams) or drainage lines
- Any other natural features
- Existing and proposed Driveways, parking and other paved or impervious areas

- Proposed stormwater management
- Existing and proposed fencing

Floor Plans should show the following:

- The layout of the building
- Position of openings (doors, windows)

Elevation Drawings to include:

- Views from all sides
- Wall and ridge heights
- Dimensions of Major Openings (windows)
- Finished floor level(s), relative to natural ground level
- Schedule/detail of finishes/materials (including external colour of any Outbuildings)

Additional information is sometimes required, as set out under Clause 63 (c) and (d), or to address the matters listed in Clause 67, Part 10A - Bushfire Risk Management, the RCodes, the Shire's Policies or other relevant Legislation:

Home Occupation/Home Business

Use the Shire's Home Occupation Information Pack as a guide and complete the Supplementary Information Form when submitting your Application.

Provide the following details:

- Type of business
- Hours of operation
- Number of staff
- Equipment to be used
- Number of customers per day and per week
- Any signs proposed (size, colour, wording, location etc.)

Commercial Vehicle Parking

- A letter outlining the reasons for parking the vehicle on the land
- Hours of arrival and departure
- Site where the vehicle will be parked
- Photograph of vehicle
- Registration number
- Type of vehicle (make, model)
- TARE weight
- Carrying capacity
- Height and length of vehicle

Commercial Developments

- Type of business or Land Use (goods sold, services provided etc.)
- Hours of operation
- Number of staff
- The nature and extent of any Open Space and Landscaping
- Location of existing and proposed on-site effluent disposal system (if unsewered)
- Existing and proposed means of access for pedestrians and vehicles to and from the site
- Car parking, accessways, crossover(s) and Vehicle loading areas
- The location and dimensions of any open storage or trade display area
- Signage

Shire of Katanning

Development Application Checklist

Information / Documentation Required	Please tick	
1. Completed application form (signed by owner) <small>If subject to a change of ownership the purchaser should complete the Form as the owner and attach a copy of the "Offer an Acceptance"</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Application Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Site Plan showing all requirements listed – 2 copies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Floor Plan – 2 copies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Elevation drawings – 2 copies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Schedule detailing materials and colours to be used	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. For variations – details of proposed variations to Local Planning Scheme 5, Policy requirements or Residential Design Codes requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Other additional information:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> • Commercial Development details • Commercial Vehicle details • Home Occupation / Home Business details 		

The Shire also reserves the right to request additional information should the need arise.

Submitting all of the required information will assist the Shire in minimising the time taken to determine Development Applications. Please check your documents carefully as incomplete Applications may be returned.