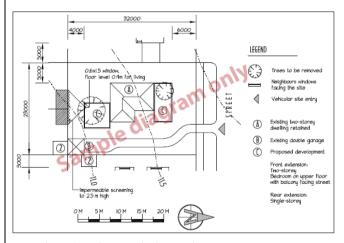


Planning Application Checklist

This checklist has been introduced to ensure that development applications are complete before they are registered as applications.

- a) The Information is required pursuant the Shire of Coolgardie Local Planning Scheme 5
- b) Assessment cannot be carried out by a planning officer until all information is received and
- c) Complete information reduces delays arising from an incomplete application.

	Details	Included	
1	Completed Application Form		
	• Is the application form attached, signed by landowner and all sections completed?	□Yes □No	
	If the site is a Crown Lease – is a letter of authorisation from DPLH attached	□Yes □No	
	Are the applicants contact name, phone number and email included?	□Yes □No	
2	Certificate of Title		
	Is the Certificate of Title attached	□Yes □No	
3	Payment of Planning Fees		
	Have the planning fees been paid as per the Shire Fees and Charges Schedule	□Yes □No	
4	Site Plan (to a recognised scale)		
	Does the site plan include the following details?	□Yes □No	
	Property street names, lot number(s), north point, and lot boundary dimensions	□Yes □No	
	All existing and proposed structures/buildings shown with distance from lot	□Yes □No	
	boundaries	□Yes □No	
	Existing and proposed vehicle access to and from the site, and crossover details.	□Yes □No	
	Location, number, dimensions, and layout of all car parking spaces provided.		
	Storm water disposal, Sewer connection details, location of existing septic system	□Yes □No	
	and leach drains (length and distance from other buildings etc).	□Yes □No	
	Location of Landscaping area	□Yes □No	
	Site survey & finished floor levels (for new development only).	□Yes □No	
	Location of any infrastructure, i.e., electricity poles etc.		



Example 1 - Site Plan – scale drawn plan



Example 2 - Site plan using aerial



Planning Application Checklist

5	Floor Plans (to a recognised scale)	
	Are floor plans attached including the following?	□Yes □No
	All dimensions of proposed new buildings and/ or additions.	□Yes □No
	Internal Layout, including room names and sunken areas.	□Yes □No
	Location and dimensions of windows and doors.	□Yes □No
	Ridge, valley, eaves line and downpipe locations; and	□Yes □No
	Land use pursuant to the Local Planning Scheme 5/R-codes	□Yes □No
6	Elevations (appropriately labelled e.g., North, South, East and West) (to a recognised	
	scale)	□Yes □No
	Are Elevations attached including the following?	□Yes □No
	• Front rear and side views of proposed new buildings or existing buildings if	□Yes □No
	additions	□Yes □No
	Location and dimensions of windows and doors	□Yes □No
	Wall and roof heights.	□Yes □No
	Existing ground level; and details of any proposed retaining walls.	□Yes □No
	Finished floor levels of proposed new buildings or existing buildings if additions are	
	proposed.	
	Photos/examples of exterior treatments, finishes and colours (where relevant)	
	FFL Rear Elevation Example	
	Example 1 - Elevation	
7	Sea-containers or transportable buildings, repurposed, second-hand buildings donga	
	or shed homes	□Yes □No
	Does the proposal include transportable, second-hand, or repurposed structures?	□Yes □No
	Does the proposal include sea-containers or dongas as part of the development?	□Yes □No
	Are details of exterior materials, roof material and pitch, colours included	□Yes □No
	Are Photos/examples or colours plans showing the exterior treatments, finishes	□Yes □No
	and colours included	
	Is a construction program attached, detailing stages and timeframes to complete	
	works and modifications and exterior treatments	
8	Supporting Information.	DV. DN.
	Is there any supporting information attached with the application?Details of the development - building (works) and use	□Yes □No
	Material type and colours of building materials.	□Yes □No
	 Hours of operation, staff numbers, parking and loading areas, noise/odour 	□Yes □No
	emissions	□Yes □No
	Assessment compliance checklist – Coolgardie Local Planning Scheme No 5	□Yes □No
	Assessment compliance Checklist – Residential – R-Codes	□Yes □No



Bushfire Attack Level (BAL) assessment

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Planning Application Checklist

Have you check the Bushfire Attach	thed Level?	□Yes □No				
Check the Department of Fire a	and Emergency Services website to see if the					
property is located in a Bushfire p						
the Shire of Coolgardie to check if a Bushfire Attack Level (BAL) assessment or						
Bushfire Management Plan is requ	ired with your application.					
TO BE COMPLETED BY APPLICANT						
Name of person submitting the application						
Has all information required by this checklist been provided? □Yes □No						
Signature of person submitting the application	on					
Note: The information is required as part of the process to assess the application and compliance with the						
checklist does not necessarily mean that the proposed will be approved						
055105 1105 03111						
OFFICE USE ONLY						
Date Received	Documents attached:					
Fees Paid	Record Ref:					

DISCLAIMER This development checklist has been compiled to ensure that applications lodged are complete and provide all information required. Please note that the shire reserves the right to request additional information for specific applications. The Applicant is responsible for ensuring the proposal addresses the development provisions. Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of the application. This publication is intended to provide general information only. Verification with the original local laws, planning schemes and other relevant documents is required for detailed references. Further information can be obtained via Shire website, email mail@coolgardie.wa.gov.au or phone - Development Services on 08 9080 2111.