

# CHECKLIST FOR DEVELOPMENT APPROVAL



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

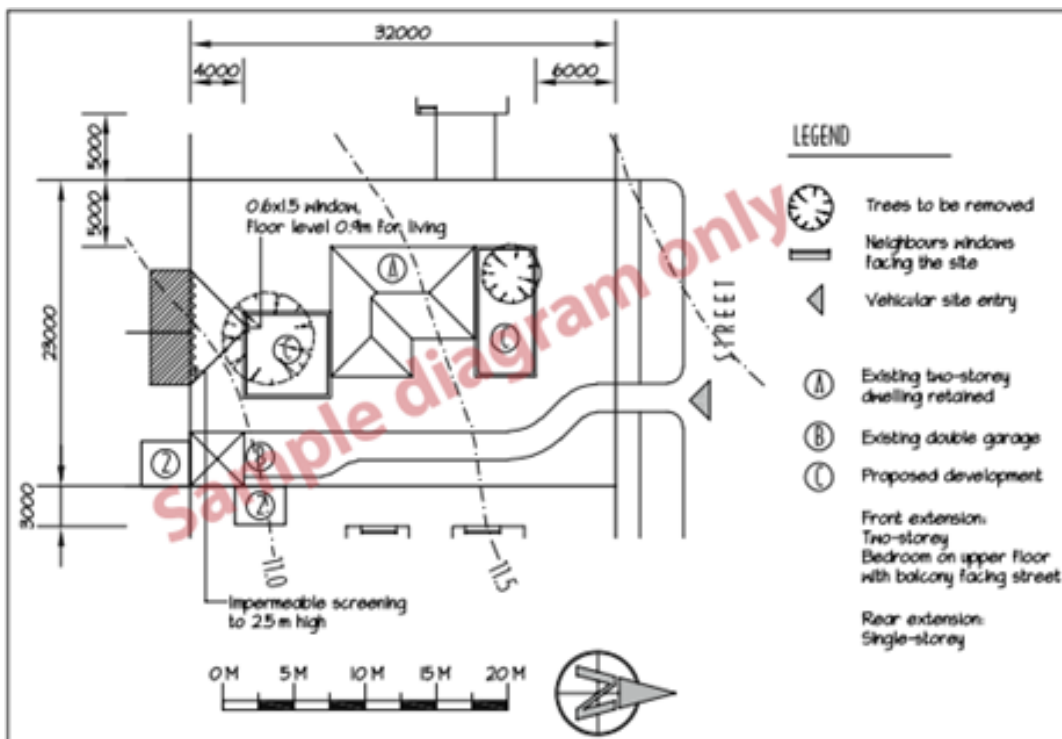
## PROPERTY DETAILS

Lot No		House No		Street Name	
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ITEM	INFORMATION REQUIREMENTS	APPLICANT	SHIRE USE
		USE ONLY <small>(tick each accordingly)</small>	ONLY <small>(tick each accordingly)</small>
1	Completed Application for Development Approval Form signed by the applicant as well as all landowners. (NOTE: the signature/s of all landowners listed on the Certificate of Title for the subject land is compulsory).		
2	Plans to a scale of not less than 1:500		
3	Plans have a north point and show street names, lot number(s), dimensions of the lot and location of easements if applicable.		
4	Plans showing all existing natural ground levels and proposed new ground levels over the whole site including existing and proposed finished floor levels for all buildings, structures, parking areas, driveway/s and crossover/s.		
5	Plans showing the location, height, type, materials and finish of all existing structures on the land including boundary fences and retaining walls.		
6	Plans showing all buildings, structures and other improvements including vegetation proposed to be removed.		
7	Plans showing all buildings, structures and other improvements proposed to be constructed, modified or upgraded including their areas, dimensions, external surface materials/finishes and colours (including suitably scaled elevation drawings).		
8	Plans showing all existing and proposed means of access for pedestrians and vehicles to and from the site including pathways, crossovers and driveways and their surface treatments.		
9	Plans showing the location, number, dimensions and layout of all existing and/or proposed on-site car parking bays.		
10	Plans showing the location and dimensions of any area/s proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas.		
11	Plans showing the location, dimensions and surface treatments for any existing or proposed open storage or trade display area/s.		
12	Plans showing the location of all existing infrastructure and street trees in the road verge area immediately abutting the site.		
13	Plans showing all new landscaping proposed to be installed (including details of plant species) and any existing landscaping proposed to be retained (i.e. grouped dwellings, commercial & industrial developments only).		

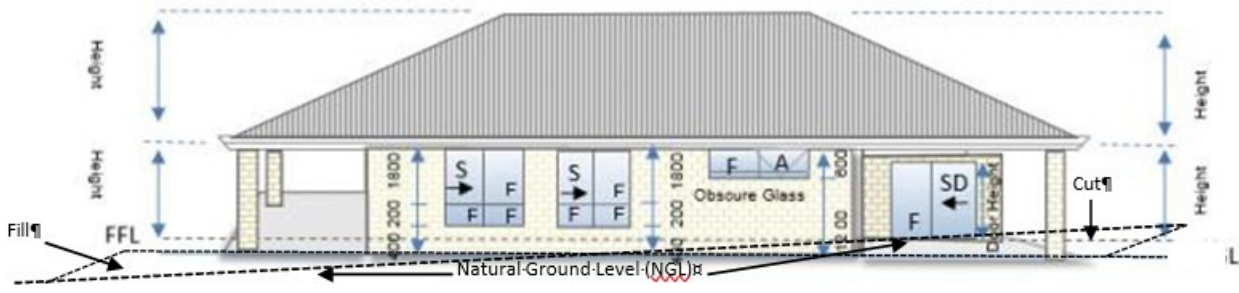
14	A pre-calculation plan is provided for all grouped dwelling development proposals (i.e. a suitably scaled plan shows areas & dimensions for all proposed new strata lots).		
15	Plan/s showing the location and extent of any proposed overshadowing on adjoining properties (residential development proposals only).		
16	For all proposed new advertising signs, a completed and signed Additional Information for Development Approval for Advertisements form as well as plans showing the location, dimensions, external surface materials/finishes and colours for all existing and proposed new advertising signage.		
17	A completed Bushfire Attack Level (BAL) assessment prepared by an <a href="#">accredited Level 1 BAL Assessor</a> or Bushfire Planning Practitioner is required for all residential properties greater than 1100m <sup>2</sup> in areas designated bushfire prone on the <a href="#">Map of Bush Fire Prone Areas</a> , unless otherwise exempted in the Guidelines for Planning in Bushfire Prone Areas (WAPC 2015, as amended).		

**Example of Site Plan**



(Source: Residential Design Codes of Western Australia)

**Rear Elevation Example**



# APPLICATION FOR DEVELOPMENT APPROVAL



(FDRS005)

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## SHIRE OF NARROGIN – LOCAL PLANNING SCHEME NO.3 (LPS 3)

All applicants should complete this form and the checklist provided. Applicants seeking approval for Advertising Signage should also complete page 3, unless exempt under Schedule 5 of the LPS 3.

### PROPERTY DETAILS

Lot No		House No		Street Name					
Suburb			Nearest Street Intersection						
Location No		Plan or Diagram		Certificate of Title		Volume:		Folio:	
Title Encumbrances (e.g. Easements, Restrictive Covenants)									

### LOT DIMENSIONS

Site area		Square metres
Frontage		Metres
Depth		Metres

### OWNER DETAILS

Full Name:			
ABN (If Applicable)			
Postal Address			
Telephone Number:		Email:	
Owner's Signature .....			
Date .....			

**NOTE:** All owners of the property must sign this application form.

Where property is owned by a company, at least two directors of the company must sign the application.

### APPLICANT DETAILS (If different)

Full Name:			
ABN (If Applicable)			
Postal Address			
Telephone Number:		Email:	
Applicant's Signature .....			
Date .....			

### ADVERTISING

The information and plans provided with this application may need to be made available by the local government for public viewing in connection with the application. Do you consent to this?\*

Yes  No

\* Public notification is required for certain development applications to ensure that the public is made aware of the development and have opportunity for relevant submissions. Council has right of refusal for applications that do not allow for public viewing should it be deemed necessary.

**PROPOSED DEVELOPMENT**

Nature of Development	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	Works (New construction works with no change of land use) Use (Change of use of land with no construction works) Works and Use
NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.		
Is an exemption from development claimed for part of the development?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, is the exemption for:	<input type="checkbox"/>  <input type="checkbox"/>	Works Use
Description of proposed works and/or land use:		
Description of exemption claimed (if relevant)		
Nature of any existing buildings and/or land use:		
Approximate cost of proposed development:		
Estimated time of completion:		

**NOTE:** This form is to be submitted together with copies of plans, comprising the information specified in the particulars required with the application outlined below. Additional information may be required at a later stage.

**NOTE:** The Development Application **must** be accompanied with the correct planning fees ([see current Schedule of Fees and Charges](#))

**This is not an application for a building permit. A separate application is required for a building permit.**

**OFFICE USE ONLY**

File Reference		Application No	
Date Received		Date of Approval / Refusal	
Date of Notice of Decision		Officer's Signature	

# ADDITIONAL INFORMATION REQUIRED FOR ADVERTISEMENTS

Not required if exempt under Schedule 5 of the LPS 3

Include a design/photos of the signage you wish to display including the size measurements and colour of the sign, if the proposed signage is to be put on poles, please include the size/heights of the pole(s) If more than one design/size etc please clearly list each sign with its size measurements/colours etc.

Description of property on which advertisement is to be displayed including full details of its proposed position within that property:				
Details of proposed sign:				
Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):				
Height		Width		Depth
Colours to be used:				
Height above ground level-				
to top of advertisement:			to underside:	
Materials to be used				
Illuminated	No <input type="checkbox"/> Yes <input type="checkbox"/>			
If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:				
Period of time for which advertisement is required:				
Details of signs (if any) to be removed if this application is approved:				
NOTE: This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed as detailed in above.				
Signature of Advertiser (If different from Owner)				
				Date .....