



Application for Development Approval – CHECKLIST

RESIDENTIAL – additions, patio, outbuildings (shed), carport, retaining walls and street fences

This checklist is to help you prepare a development approval application for residential purposes.

Assessment No.:		Property address:	
Date:		Project description:	

Information in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

Refer to the following documents for further information: Residential Development Information Sheet, Residential Additions etc Site Plan and Elevation examples and Covering Letter with Justification example.

APPLICATION REQUIREMENTS

Requirements	When is it required?	Included	Office
Application forms <ul style="list-style-type: none"> Complete Application for Development Approval Form. 	Always		
Checklist <ul style="list-style-type: none"> Copy of checklist confirming application completeness. 	Always		
Covering letter / justification <ul style="list-style-type: none"> Describe the development. Explain the current and intended use of the site and any buildings to be constructed. 	Always		
<ul style="list-style-type: none"> Justification for any variations to relevant provisions of the Local Planning Scheme, Policies, and Planning Code (R-Code)s (as applicable). 	Where variations are proposed.		
<ul style="list-style-type: none"> Colour and material schedule. 	Where required under LPS or Policy.		
Adjoining landowners comments and proof of post <ul style="list-style-type: none"> Follow correct procedure outlined in Adjoining Owners Comment – Information Sheet pack. 	Where adjoining landowners consultation is required.		
Planning Code (R-Codes) compliance checklist: Provide Planning Code (R-Code) Compliance Checklist. <i>*May be waived by decision maker at City for minor development.</i>	When your property is zoned residential.		
Bushfire Attack Level (BAL) report (must be in colour) Further information on bushfire prone areas and bushfire requirements are available on: City’s website - Development in Bushfire Prone Areas or WAPC Guidelines for Planning in Bushfire Prone Areas	It may be required when your property is designated ‘bushfire prone’. See Bushfire information sheet		

SITE PLAN

Requirements	When is it required?	Included	Office
Basic site information: <ul style="list-style-type: none"> Street name(s), lot number, north point, scale. Clear marking of site/lot boundaries and dimensions. Setbacks from boundaries specified. Dimensions of existing outbuildings. 	Always		

Requirements	When is it required?	Included	Office
Ground levels and structures: <ul style="list-style-type: none"> Natural ground contours and finished floor levels shown. Location, levels, and setbacks of existing and proposed structures provided (walls, fences, retaining etc). All structures to be labelled, including any to be demolished. Identification of trees for removal/retention. 	Always <i>*If rural, level of detail may be varied at discretion of decision maker.</i>		
For retaining walls, site works and street fences: <ul style="list-style-type: none"> Location of the retaining walls and/ or street fence. Top of wall and bottom of wall heights specified for retaining walls and fences. 	Always		
Vehicle driveways and crossovers: If the driveway or crossover is being modified, the site plan is to include: <ul style="list-style-type: none"> Manoeuvring/reversing bays. Details of street verge, footpaths, crossovers (proposed and existing), truncations, power poles etc. Include any access restrictions. Details of any services (power, gas, sewer) etc. 	Where applicable.		
Stormwater and septic <ul style="list-style-type: none"> Location of stormwater infrastructure or easements on the lot. Location of septic in relation to the development. 	Where applicable.		
Adjoining properties: <ul style="list-style-type: none"> Structures on adjoining lots in close proximity to proposed development. 	Where applicable.		

FLOOR PLAN

Requirements	When is it required?	Included	Office
Orientation and Layout: <ul style="list-style-type: none"> North point and scale included. Existing and proposed floor plan and proposed demolition. Finished floor levels relative to natural ground levels indicated. 	Always		
<ul style="list-style-type: none"> Room layout, annotated and showing dimensions. 	Where applicable.		

ELEVATION DRAWINGS

Requirements	When is it required?	Included	Office
Orientation and views: <ul style="list-style-type: none"> Scale. Elevations labeled (North, South, East, West). Views of all faces of proposed building(s) shown. 	Always		
Details: <ul style="list-style-type: none"> Natural ground level and finished floor levels. Dimensions, materials, and openings (windows) specified – include sill height above finished floor level and direction of openings. Wall and roof heights of buildings from existing natural ground level, total roof height and pitch(es). Existing buildings, proposed demolition and new buildings to be clearly labelled / annotated or drawn in different colour with corresponding legend. 	Always		
<ul style="list-style-type: none"> Include details of any proposed cut or fill (heights). 	If cut and fill is proposed.		
<ul style="list-style-type: none"> Details of any privacy screens. 	Where applicable.		
Retaining walls and street fencing: <ul style="list-style-type: none"> Provide details for the proposed retaining walls and/or street fencing, including size (height, length, width), depth below floor ground level. Show natural ground levels, contour levels and top of wall at each end. Exact details of front fence. 	Where applicable.		

ENGINEERING DETAILS

Requirements	When is it required?	Included	Office
Unretained cut and fill over 2m in height and/or sloping sites: <ul style="list-style-type: none"> Certain developments that include earthworks, an engineering certification, soil report, or geotechnical report may be required. 	in accordance with NCC acceptable construction practice.		
Retaining Walls: <ul style="list-style-type: none"> Indicative subsoil / subsoil drain to support drainage for retaining walls. <i>*detailed stormwater plan will be required at building permit stage.</i> 	Where ground/perched water may be an issue due to poor soils and/or sloping sites.		
<ul style="list-style-type: none"> Basic indicative footings detail (does not need to be engineered). <i>*detailed engineering will be required at building permit stage.</i> 	On sloping sites to ensure structural integrity.		

*Please note – City staff may require further information for the application, including information/plans that include, but not limited to, information in regards to the following:

Heritage - A Heritage Impact Statement may be required if the property is on the City's Heritage List. Refer to the City's [Heritage webpage](#) for further information.

Local Planning Policy – review any relevant LPP.

CHRMAP and coastal hazards - Consult with a planning officer if the property is within a special control area or an area with identified coastal hazards, such as inundation, erosion, and storm surge, as special design criteria may apply.

Structure Plans.

Local Development Plans.

Bushfire Attack Level (BAL) Assessment.

Public Drinking Water areas.

Flood Prone Areas.

Acid Sulfate Soils.

Sloping/steep sites.

Sewer sensitive areas.