



# Development Application or Building Approval - CHECKLIST

## Earthworks and retaining walls (Class 10b)

This checklist is to help you prepare a development approval or building permit application. Refer to the Earthworks and Retaining Walls Information Sheet for further information.

<b>Assessment No:</b>		<b>Property address:</b>	
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Information in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.

### APPLICATION REQUIREMENTS

#### PLANNING APPLICATIONS – see next page for site plan and other requirements

Requirements	When is it required?	Included	Office
<b>Application forms</b> <ul style="list-style-type: none"> <li>Complete Application for Development Approval Form.</li> </ul>	Always		
<b>Checklist</b> <ul style="list-style-type: none"> <li>Copy of checklist confirming application completeness.</li> </ul>	Always		
<b>Covering letter / justification</b> <ul style="list-style-type: none"> <li>Describe the development.</li> <li>Explain the current and intended use of the site and any buildings to be constructed.</li> </ul>	Always		
<ul style="list-style-type: none"> <li>Justification for any variations to relevant provisions of the Local Planning Scheme, Policies, and Planning Codes (R-Codes)</li> </ul>	Where applicable and variations are proposed.		
<ul style="list-style-type: none"> <li>Colour and material schedule.</li> </ul>	Where required under LPS or Policy		
<b>Adjoining landowners comments and proof of post</b> <ul style="list-style-type: none"> <li>Follow correct procedure outlined in Adjoining Owners Comment – information sheet pack.</li> </ul>	Where adjoining landowners consultation is required.		

#### BUILDING APPLICATIONS – see next page for site plan and other requirements

<b>Application forms</b> BA1 - Application for Building Permit - Certified BA2 – Application for Building Permit - Uncertified <ul style="list-style-type: none"> <li>Completed in full and signed by applicant and builder.</li> </ul> BA20 – Notice and request for consent to encroach or adversely affect other land	Always   As required		
<b>Checklist</b> <ul style="list-style-type: none"> <li>Copy of checklist confirming application completeness.</li> </ul>	Always		
<b>Structural Engineers Certification</b> <ul style="list-style-type: none"> <li>Certified by a practising structural engineer</li> </ul>	Always		

## REQUIREMENTS FOR BOTH PLANNING AND BUILDING APPLICATIONS

### SITE PLAN

Requirements	When is it required?	Included	Office
<b>Basic site information:</b> <ul style="list-style-type: none"> <li>Street name(s), lot number, north point, scale.</li> <li>Size, shape and position of the block</li> <li>Clear marking of site/lot boundaries and dimensions.</li> <li>Setbacks from boundaries specified.</li> </ul>	Always		
<b>Ground levels and structures:</b> <ul style="list-style-type: none"> <li>Datum point, natural ground contours and finished floor levels and finished ground levels shown.</li> <li>Location, levels, dimensions and setbacks of existing and proposed structures provided (walls, fences, retaining etc).</li> <li>All structures to be labelled, including any to be demolished.</li> <li>Identification of trees for removal/retention.</li> </ul>	Always <i>*If rural, level of detail may be varied at discretion of decision maker.</i>		
<b>Retaining walls and driveways:</b> <ul style="list-style-type: none"> <li>Location of walls and setbacks from boundaries and structures</li> <li>Top of wall and bottom of wall heights specified for retaining walls.</li> <li>Extent and battering of earthworks</li> </ul>	Always		
<ul style="list-style-type: none"> <li>Vehicle driveways, parking spaces and dimensions indicated.</li> </ul>	Always		
<b>Street verge and services:</b> <ul style="list-style-type: none"> <li>Details of street verge, footpaths, crossovers (proposed and existing), truncations, power poles etc. Include any access restrictions.</li> <li>Details of any services (power, gas, sewer) etc.</li> </ul>	Always <i>*If rural, level of detail may be varied at discretion of decision maker.</i>		
<b>Stormwater and septic</b> <ul style="list-style-type: none"> <li>Location of stormwater infrastructure or easements on the lot.</li> <li>Location of septic in relation to the development/water bodies.</li> <li>For sewer sensitive areas recommend your proposal is discussed with a City Environmental Health Officer prior to lodgement. <a href="mailto:staff@albany.wa.com.au">staff@albany.wa.com.au</a></li> </ul>	Where applicable.		
<b>Adjoining properties</b> <ul style="list-style-type: none"> <li>Structures on adjoining lots in close proximity to proposed development.</li> </ul>	Dependent on nature of application.		

### ELEVATION DRAWINGS

Requirements	When is it required?	Included	Office
<b>Orientation and views:</b> <ul style="list-style-type: none"> <li>Scale.</li> <li>Elevations labeled (North, South, East, West).</li> <li>Views of all faces of proposed retaining walls/fill shown.</li> </ul>	Always		
<ul style="list-style-type: none"> <li>Include details of any proposed cut or fill (heights).</li> </ul>	Always		
<ul style="list-style-type: none"> <li>Details of any privacy screens or fences.</li> </ul>	Where applicable.		
<b>Retaining Walls:</b> <ul style="list-style-type: none"> <li>Provide details for the proposed retaining walls, including their size (height, length, width)</li> <li>Footing detail below NGL will be required if it impacts adjacent lot(s).</li> <li>All elevations to show top (TOW) and bottom (BOW) of all retaining walls</li> <li>Show natural ground levels, contour levels and top of wall at each end.</li> </ul>	Always - if retaining walls are proposed.		
<b>Earthworks</b> <ul style="list-style-type: none"> <li>Earthworks to show extent of battering</li> </ul>	Always		

## INFORMATION RELATED TO ENGINEERING

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

## ADDITIONAL INFORMATION

\*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 considerations in addition to BAL.

Public Drinking Water areas.

Flood Prone Areas.

Acid Sulfate Soils.

Sloping/steep sites.

Sewer sensitive areas.