



## Development Application Checklist 2019

*Determining what documents need to be submitted with a Development Application can be daunting. This checklist was created as a guide to assist Applicants in submitting the correct information with their Applications. Ensuring Applications are complete at the time of submission will help to increase efficiency and reduce overall processing time.*

*Please tick appropriate boxes as steps are completed. If a step is not applicable, leave box blank. Blank boxes for applicable steps may result in delays in processing.*

### **PLANNING APPLICATIONS\***

- Contact the Shire's Planning Department to determine whether an Application for Development Approval is required for the proposed development.

*If an Application is required, then:*

- Complete all sections of the Shire of Northampton Application for Development Approval Form; ensuring that the signatures of ALL landowners are included.

*The following items should be included with a completed Application form:*

- Payment of the correct application fee based on the current *Town Planning Fees and Charges*, as adopted by Council;
- Three (3) copies of design plans drawn to a scale of not less than 1:500, including:
  - Site plans, containing:
    - street names, north point and the dimensions of the site;

\*All of the required documents mentioned in this section can be found on the Shire's webpage under <http://www.northampton.wa.gov.au/documents/forms> or obtained from the Shire offices in Northampton and Kalbarri.

- the location of all existing and proposed developments on the site, complete with setback distances;
- the location of existing or proposed means of access and crossovers;
- any proposed or existing retaining works complete with top of wall and bottom of wall heights clearly indicated; and
- the location of any significant natural features, such as mature trees and watercourses / drainage lines.
- Floor plans including the dimensions of all proposed structures;
- Elevations of all structures including the proposed construction materials.
- If required, a completed Adjoining Landowner Comment Form can be included with the Application. This form should be stapled to a copy of design plans that have been signed by the adjoining landowner.\*\*

*Adjoining landowner comment can be required for a range of applications. Some of the most common situations requiring consultation with the adjoining landowner(s) are:*

- Reduced boundary setback distances
- Parapet walls
- Retaining walls on a boundary
- Oversized outbuildings (including wall/ridge height)
- Home Occupations / Cottage Industries

**For more information about the Shire's Planning requirements, please contact the Planning Department.**

**Phone: 08 9934 1202**

**Email: [planner@northampton.wa.gov.au](mailto:planner@northampton.wa.gov.au)**

*\*\* Note: The Shire can also undertake consultation with the adjoining landowner on behalf of the Applicant. This process will commence after the Application has been received and will take a minimum of 14 business days.*