

This checklist is to assist applicants to prepare and complete an Application for Development Approval for outbuildings.

Applicants must ensure all required information is provided at the time of lodgement. A complete development application that contains all necessary information in accordance with this checklist, will enable the Shire to undertake a full planning assessment and avoid unnecessary delays occurring in the processing of your application.

Lodging Your Application

Your application can be lodged:

- Via email to mail@gingin.wa.gov.au. All supporting information is to be attached as pdf documents.
- In person by visiting the Shire of Gingin Administration Building, 7 Brockman Street, Gingin.
- In person by visiting the Lancelin Administration Building, 255 Vins Way, Lancelin; or
- Via post to the Shire of Gingin - 7 Brockman Street, Gingin WA 6503.

Application Requirements

- A completed copy of this checklist confirming the application is complete.
- A completed Application for Development Approval Form – All section to be completed.
- Cost of development - The estimated cost of your proposal must be provided and should be as accurate as possible.
- Certificate of Title – A copy can be obtained from Landgate at the following link:
<https://www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title>
- Development application fee (refer to the Shire's Planning Fees and Charges).
- Cover Letter - This is to provide details and written justification addressing any aspects of the outbuilding that requires the Shire to undertake an assessment against the design principles of the Residential Design Codes Volume 1 or Local Planning Policy 2.1 – Residential Outbuildings.

Development plans (refer to information development plans information sheet)

- Site plan
- Floor plan
- Elevation drawings

Documentation	Required Information	Provided	
		Yes	N/A
Site Plan	Street name, lot number and property address	<input type="checkbox"/>	<input type="checkbox"/>
	Site dimensions, north point and drawn to scale (e.g. 1:100, 1:200, 1:500)	<input type="checkbox"/>	<input type="checkbox"/>
	Location and finished levels of the proposed development	<input type="checkbox"/>	<input type="checkbox"/>
	Setback distance(s) of the proposed development from the lot boundary.	<input type="checkbox"/>	<input type="checkbox"/>
	Position and finished levels of any existing structures onsite that may impact on the application	<input type="checkbox"/>	<input type="checkbox"/>
	Structures and/or trees to be demolished or removed	<input type="checkbox"/>	<input type="checkbox"/>
	Areas to be landscaped	<input type="checkbox"/>	<input type="checkbox"/>
	The street verge, including footpaths, street trees, crossovers, truncations, power poles, any services and the location of any access restrictions such as drainage pits	<input type="checkbox"/>	<input type="checkbox"/>
	The location of any easement or piped services traversing the site and any sewer or sewer connection point servicing the site	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans	Street name, lot number and property address	<input type="checkbox"/>	<input type="checkbox"/>
	North point and scale	<input type="checkbox"/>	<input type="checkbox"/>
	Outbuilding layout including location of walls, doors and windows.	<input type="checkbox"/>	<input type="checkbox"/>
	Finished levels of the floor(s) of the building, relative to the natural ground levels of the site	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Drawing	Street name(s), lot number, and scale	<input type="checkbox"/>	<input type="checkbox"/>
	View of every face of the proposed building(s), incorporating the existing building(s) where applicable	<input type="checkbox"/>	<input type="checkbox"/>
	Indicate wall height and overall height	<input type="checkbox"/>	<input type="checkbox"/>
	Proposed and existing colours and materials.	<input type="checkbox"/>	<input type="checkbox"/>
	Height, extent, and materials of any proposed retaining and fencing	<input type="checkbox"/>	<input type="checkbox"/>