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APPLICATION CHECKLIST

The checklist below identifies the information required by Council to be submitted with your Planning and Building/Health applications.

Note: Failure to supply all the required information will result in delays in dealing with the application for which Council cannot accept responsibility, and may result in refusal of the application.

PLANNING

1. Fully completed "Appendix 3 – Application for Planning Consent"
(see attached yellow sheets for further information)
2. Correct application fee
(see attached Schedule of Fees)
3. Two copies of all plans
(see attached yellow sheets for further information)
4. *Proposals Requiring a Groundwater License*
Copy of interim or full water license granted by Water & Rivers Commission.

BUILDING/HEALTH

1. Fully completed "Form 2 – Application for Building License"
2. Correct building application fees
(see "Information Sheet – Building/Health Department" for details)
3. Three copies of all building plans
4. Copies of each of the following (if applicable):
 - "Application to Construct or Install an Apparatus for the Treatment of Sewage" and two copies of plans **OR**
 - Water Corporation Sewer Connection Approval
(see "Information Sheet – Building/Health Department" for details)
 - Owner/Builder's Statutory Declaration
(see "Information Sheet – Building/Health Department" for details)
 - Indemnity Insurance Certificate (for Registered Builders)
 - Building & Construction Industry Training Fund Levy Payment Form