

This checklist is to assist applicants to prepare and complete an application for development approval.

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

All correspondence regarding the development will be directed to the contact person referenced under the applicant section.

## 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 sections 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 an explanation of the proposed development (refer to relevant information sheet).
- Additional information required as per the relevant information sheet for the type of development proposed (i.e. if lodging for a single house - refer to the relevant information sheet for additional lodgement requirements).
- A Bushfire Attack Level (BAL) assessment undertaken by an accredited Level 1 Bushfire Surveyor or Bushfire Planning Practitioner (if relevant).

## Development plans (refer to information development plans information sheet)

- Site plan
- Floor plan
- Elevation drawings

This checklist is to assist applicants to prepare development plans that contain sufficient information to enable the Shire to undertake a full planning assessment and avoid unnecessary delays occurring in the processing of your application.

Documentation	Required Information	Provided	
		Yes	N/A
<b>Site Plan</b>	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 Position and finished levels of any existing structures onsite	<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"/>
	Vehicle driveways and access points	<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"/>
<b>Floor Plans</b>	Street name, lot number and property address	<input type="checkbox"/>	<input type="checkbox"/>
	North point and scale	<input type="checkbox"/>	<input type="checkbox"/>
	Room layout including location of walls, doors, windows with dimensions and the proposed use of each room	<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"/>
<b>Elevation Drawing</b>	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"/>

	Location, dimensions, and details of all openings including sill height above finished floor level (for example, obscure glazing, fixed window)	<input type="checkbox"/>	<input type="checkbox"/>
	Height, extent, and materials of any proposed retaining and fencing	<input type="checkbox"/>	<input type="checkbox"/>