

# Development (Planning) Application Checklist

## COMMERCIAL OR INDUSTRIAL

Applications for development (planning) approval will require the following supporting material to be accepted for assessment. During assessment of the proposed development, the City may request additional information or material that is reasonably required to determine the application.

Please contact the City's Planning team on 9781 1731 or via email at [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

APPLICATION FORM, CERTIFICATE OF TITLE AND COVERING LETTERS (required for ALL applications)	PROVIDED (please tick)
<p><b>Application for Development Approval Form</b></p> <p>All landowner(s) must sign the <a href="#">Application Form</a>.</p> <p>Land in company ownership must :</p> <p>a) Provide a current copy of the ASIC statement.</p> <p>b) Be signed by authorised signatory(s), state full name and position held within the company as follows:</p> <ul style="list-style-type: none"> <li>(i) two (2) directors; or</li> <li>(ii) director and company secretary; or</li> <li>(iii) in the case of sole director companies, either (i) the sole director; or (ii) sole director and company secretary.</li> </ul>	<p>Always</p> <p><input type="checkbox"/></p>
<p><b>Certificate of Title</b></p> <p>A current copy of the Certificate of Title must be provided and is available to order from the <a href="#">Landgate</a> website.</p>	<p>Always</p> <p><input type="checkbox"/></p>
<p><b>Limitations, interests, encumbrances and notifications registered on the Certificate of Title</b></p> <p>If the Certificate of Title has any notifications, easements, restrictive covenants, caveats etc Copies of all these documents must be provided with the application and are available to order from the <a href="#">Landgate</a> website.</p> <p><i>NOTE: In addition to the planning framework, there may be requirements or limitations specific to your property which are imposed by other agencies. The City does not maintain or have access to these documents; therefore you will need to access this information directly from Landgate.</i></p>	<p>Always</p> <p><input type="checkbox"/></p>
<p><b>Covering Letter</b></p> <p>As a minimum, the covering letter should include the following:</p> <p>a) Address of the property.</p> <p>b) A list of the documents that have been submitted as part of your application.</p> <p>c) Description of what you are applying for, relevant to the development including but not limited to –</p> <ul style="list-style-type: none"> <li>i. Current and proposed (if different) land use in accordance with the Schedule 1 : Interpretations of the City of Busselton <a href="#">Local Planning Scheme No. 21</a>.</li> <li>ii. Number of staff and/or patrons.</li> <li>iii. Operating days and times.</li> </ul> <p>This is an opportunity for you to communicate your proposal to the City's planning team, who have not been involved in the design process. Please provide detailed information regarding your proposal and the rationale behind your decisions.</p>	<p>Always</p> <p><input type="checkbox"/></p>
<p><b>Letter of Justification</b></p> <p>In addition to the covering letter, a letter should be provided that addresses the applicable planning framework including but not limited to the Scheme, local planning policies and structure plans, and identifies and justifies any variations.</p>	<p>Always</p> <p><input type="checkbox"/></p>

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DEVELOPMENT PLANS	PROVIDED (please tick)
<b>Site Survey</b> Site Feature Survey prepared by a Licensed Land Surveyor (including the adjacent road reserve).	Case by Case <input type="checkbox"/>
<b>Site Plan</b> The Site Plan must encompass property details such as boundaries, dimensions, street names, existing contours, positions of buildings and structures, tree and landscaping features, and access points for pedestrians and vehicles. Additionally, it should include relevant street verge considerations, including any obstructions such as street trees and power poles.	Always <input type="checkbox"/>
<b>Floor Plan</b> Scale drawing (typically 1:100) showing: <ul style="list-style-type: none"> <li>a) All floor plans, including wall lengths, articulation and their distances from the boundaries of the site.</li> <li>b) Internal floor plans and layouts for proposed dwellings/extensions – this includes window position, room areas and dimensions, room names etc...</li> </ul>	Always <input type="checkbox"/>
<b>Elevations</b> Scale drawing (typically 1:100) showing: <ul style="list-style-type: none"> <li>a) North, south, east and west elevations.</li> <li>b) Natural ground levels, proposed finished ground levels and finished floor levels (relative to datum or AHD).</li> <li>c) Building height, wall height and ridge heights relative to datum or AHD.</li> <li>d) For developments approaching the maximum height limits, indicate the maximum permitted building height above natural ground level (NGL).</li> </ul>	Always <input type="checkbox"/>
For further details regarding what is required to be detailed on the site survey, site plan, floor plan and elevations refer to clause 63 part 1(a) Accompanying material of the <a href="#">Planning and Development (Local Planning Schemes) Regulations 2015</a> .	
OTHER ACCOMPANYING MATERIAL AND REPORTS	PROVIDED (please tick)
<b>Schedule of Colours and Materials</b> The nominated external materials, including colours, must be provided on a separate schedule or included on the plans.	As required <input type="checkbox"/>
<b>Details of signage</b> Where signage is proposed, details including number, type, location dimensions and design, shall be provided.	As required <input type="checkbox"/>
<b>Landscaping Plan</b> The City encourages where landscaping is proposed that the landscaping plan be submitted as part of the development application. Preference is given to the installation of a native tree listed under the City of Busselton Engineering and Works Services Standards and Specifications Section 9(e) Landscape Plant Species available at the following link: <a href="#">Engineering Technical Standards and Specifications » City of Busselton</a>	Case by Case <input type="checkbox"/>

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<p><b>Traffic Impact Statement or Assessment</b></p> <p>A Transport Impact Statement/ Assessment should be provided by a suitably qualified professional and be prepared in accordance with the Department of Planning, Lands and Heritage <a href="#">Transport Impact Assessment Guidelines</a>.</p>	<p>Case by Case</p> <p><input type="checkbox"/></p>
<p><b>Noise Impact Assessment</b></p> <p>A Noise Impact Assessment is required to be undertaken by an acoustical engineer whose qualifications and experience qualify them for membership of the Australian Acoustical Society.</p> <p>The Noise Impact Assessment is to determine:</p> <ol style="list-style-type: none"> <li>the expected level of noise emissions from the (insert detail of operations) proposed development.</li> <li>determine whether the emissions are expected to be free from tonality, impulsiveness and modulation characteristics.</li> <li>an assessment of the expected level of noise emissions for compliance with the Environmental Protection (Noise) Regulations 1997.</li> <li>provide detail as to the methodology used, calculations made and any actual data obtained in relation to the assessment and expected noise emissions.</li> </ol> <p><b>Noise Management Plan</b></p> <p>Following receipt of Noise impact assessment and consideration of results the applicant is to prepare and implement a Noise Management Plan which is to include (but not limited to):</p> <ol style="list-style-type: none"> <li>details of, and expected levels of noise emissions in accordance with Noise Impact Assessment associated with (insert activity etc) and</li> <li>details of noise reduction measures to be implemented to control noise (including vibration) emissions; and</li> <li>noise complaint response procedures.</li> </ol>	<p>Case by Case</p> <p><input type="checkbox"/></p>
<p><b>Waste Management Plan</b></p> <p>A Waste Management Plan should be submitted which includes the following details:</p> <ol style="list-style-type: none"> <li>the location of bin storage areas and bin collection areas;</li> <li>the number, volume and type of bins, and the type of waste to be placed in the bins;</li> <li>details on the future ongoing management of the bins and the bin storage areas, including cleaning, rotation and moving bins to and from the bin collection areas; and</li> <li>frequency of bin collections.</li> </ol>	<p>Case by Case</p> <p><input type="checkbox"/></p>
<p><b>Bushfire Attack Level (BAL) Assessment</b></p> <p>Proposed development within an area designated as bushfire prone on the <a href="#">Map of Bushfire Prone Areas</a> will require a BAL assessment in the following circumstances:</p> <ol style="list-style-type: none"> <li>The development forms part of a strata e.g. unit or duplex; OR</li> <li>The lot is over 1100m<sup>2</sup> and development includes a habitable space (e.g. bedroom).</li> </ol> <p>To confirm if your development is within a designated bushfire prone area, refer to the <a href="#">Map of Bushfire Prone Areas</a>. The pink area on the map is designated bushfire prone.</p>	<p>Case by Case in Bushfire Prone</p> <p><input type="checkbox"/></p>

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<p>A BAL is required to be prepared by an accredited bushfire practitioner (Level 1, 2 or 3).</p> <p>A list is available on the <a href="#">FPAA BPAD Accredited Practitioner Register</a>.</p> <p>The BAL must be less than 12 months old and provided in colour. Any vegetation modification and/or thinning to reduce a BAL rating cannot be detailed in a BAL Assessment, and would require the preparation of a Bushfire Management Plan.</p>	
<p><b>Bushfire Management Plan (BMP)</b></p> <p>Where a determined BAL rating exceeds a BAL-29 (BAL-40 or BAL-FZ) the preparation of a bushfire management plan (BMP) will be required, which addresses the relevant Bushfire Protection Criteria of the Guidelines. A BMP is a living document that sets out short-medium and long-term risk management strategies for the life of the development and will include details of any modification to vegetation required to achieve a lower BAL rating.</p> <p>A Bushfire Management Plan will be required with the aim of achieving a BAL-29 or less, and is required to be prepared by one of the following levels of accredited bushfire Practitioners:</p> <ul style="list-style-type: none"> <li>– Level 2 – Bushfire Planning Practitioner (Prescriptive); <i>or</i></li> <li>– Level 3 – Bushfire Planning Practitioner (Performance)</li> </ul> <p>A list is available on the <a href="#">FPAA BPAD Accredited Practitioner Register</a>.</p> <p>The BMP must be less than 24 months old and provided in colour.</p>	<p>Case by Case in Bushfire Prone</p> <p><input type="checkbox"/></p>