Development Application Checklist
COMMERCIAL

The following information is required to enable an initial review and acceptance of your Application for Development Approval. The City may request further details during the formal assessment process.

Enquiries & Lodgement

Phone:	Call Planning Services direct on 9781 1731
Online:	city@busselton.wa.gov.au
In person:	City of Busselton Administration Building – 2 Southern Drive, Busselton
By Post:	Locked Bag 1, Busselton WA 6280

Information	When is it required?	Provided (Please tick)
Application for Development Approval Form - All landowners must sign the form. - Where the property is owned by a company, provide a copy of the ASIC company registration showing that the signatory is permitted to sign on behalf of that company.	Always	☐
Current Copy of the Certificate of Title - Available to purchase from Landgate. - Should there be any Caveats, Covenants, Notifications or Easements on the Title, please provide a copy of these also.	Always	☐
Covering Letter / Justification Outlining the general nature and details of the proposal - What is the development - What will it be used for - Business operations including opening hours, number of visitors on site and staff - Justification for any variations to relevant provisions of the Scheme, Policy and R-Codes (as applicable).	Always	☐
Bushfire Requirements (BAL, BMP, BEEP) - Properties designated bushfire prone on the Map of Bush Fire Prone Areas require a Bushfire Attack Level (BAL) Assessment report prepared by an Accredited Bushfire Practitioner. - In accordance with State Planning Policy 3.7, Development Applications for vulnerable or high risk land uses (such as schools, holiday homes, hospitals etc.) with a nominated BAL-40 or BAL-FZ must be accompanied by a Bushfire Management Plan (BMP) and Bushfire Emergency Evacuation Plan (BEEP) prepared by a Level 3 Accredited Bushfire Practitioner. - Please refer to the following link Bushfire Planning and Design (BPAD) Accredited Practitioner Register for a list of accredited Bushfire Practitioners operating in Western Australia and their accreditation level.	When your property is identified as 'bushfire prone' and the nominated Bushfire Attack Level (BAL) is BAL-40 or BAL-FZ and/or clearing is proposed to achieve a lower BAL rating, and if the proposal requires approval for a vulnerable land use.	☐
Site Plan A diagram, to scale, showing the lot boundaries as well as all existing and proposed buildings and driveways and should include: - The location and dimensions of the lot boundaries; - The location and setbacks of all existing and proposed structures, including all buildings, fencing, site works (including retaining walls) and water tanks. - Existing structures should be marked if they are to be retained or demolished.	Always	☐

- North point, street and lot number and road name. - Natural ground, proposed ground, and finished floor levels (relative to nominated datum point or AHD). - Access points, driveway and/or right of way access. - Street verge including verge trees, power poles, drainage pits, manholes, crossovers, footpaths and any other obstructions. - Location of any easements. - Details of stormwater disposal. - Details of any vegetation and if it is to be retained, removed or trimmed. - Type, location and height of retaining walls relative to existing ground levels. - Location, number of dimensions of all car parking spaces to be provided.		
Floor Plan A diagram, to scale, showing the internal layout of the dwelling and should include: - A plan of each storey with nominated floor levels (RL or AHD) - Dimensioned floor plan detailing door/window sizes and locations etc. - Roof / eaves lines - Total floor area in square metres.	Always	☐
Elevations - North, south, east and west elevations - Natural ground levels, proposed ground levels and finished floor levels (relative to nominated datum point or AHD).	Always	☐
Technical Reports (if applicable) Relevant technical reports including, but not limited to: - Landscape Plan; - Stormwater Management Plan; - Transport Assessment; - Acoustic Assessment; - Noise Management Plan; - Social Impact Statement; - Arborist Report (where trees are to be removed).	If required	☐

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