



## Application for Development Approval Checklist

### Multiple Dwellings R40 and Above (Apartments)

This checklist will help you prepare a Development Application for multiple dwellings R40 and above. All information in the checklist is required at the time of lodgment. A Planning Officer is available over the phone (08) 9021 9600 or in-person to assist you with submitting your application.

### Lodging your Application

Your application can be lodged:

- Through email by using the following address mailbag@ckb.wa.gov.au.
- In-person by visiting the City of Kalgoorlie-Boulder Administration Building, 577 Hannan Street, Kalgoorlie; or
- Posting to the City of Kalgoorlie-Boulder, PO Box 2042, Boulder, WA 6432

Following lodgment, the application will be checked to ensure all required information is provided. If the application is incomplete, you will receive an email requesting the required information. If deemed required, the applicant must amend the application or provide further accompanying material before the application can be accepted for assessment as per the state *Planning and Development (Local Planning Schemes) Regulations 2015*. When all information has been received, an email acknowledging receipt of the application will be provided to the applicant.

Please note that further information may be requested after a full assessment is completed. All correspondence will be directed to the applicant.

### Application Requirements

Requirements	App.	Office
<b>Application Forms</b>		
Completed Development Application Form 1. <ul style="list-style-type: none"> <li>• The application form must be completed, signed, and dated.</li> <li>• Email address must be listed for applicant and owner(s).</li> </ul> <i>Company owned properties require authorised signatory proof (e.g., ASIC extract, Company Deeds or Bank documentation).</i>		
<b>Checklist</b>		
Copy of this checklist confirming the application is complete.		
<b>Fees</b>		
Development Application fee in accordance with the City's Fees and Charges Schedule.		
<b>Certificate of Title</b>		
Current Certificate of Title (No more than 90 days old). <i>Certificate of Title may be purchased by the City on your behalf. Fees apply.</i>		
<b>Justification Letter</b>		
Provide a written statement of planning compliance. <ul style="list-style-type: none"> <li>• How your proposal complies with the local planning scheme and associated policies.</li> <li>• Statement of non-compliance with the planning scheme, policies, and the R-codes. Provide a clear justification for these changes.</li> </ul>		

<b>Site Analysis</b>		
Site analysis prepared in accordance with A3 <i>Site Analysis of State Planning Policy 7.0 Residential Design Codes – Volume 2 Apartments.</i>		
<b>Design Statement</b>		
An explanation of how the design relates to the <i>Design Principles in State Planning Policy 7.0 Design of the Built Environment.</i>		
An explanation of how the proposed development achieves all relevant objectives of A6 Objectives Summary under <i>State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments.</i>		
<b>Site Plan</b>		
Street name, lot number, and address.		
North point and scale bar (1:200 or appropriate).		
All site boundaries.		
Location of any proposed buildings or works in relation to setbacks, building envelope controls and building separation dimensions.		
Proposed and existing finished levels of the land in relation to existing and proposed buildings and roads.		
Show the location of all parking spaces, both on-site and off-site parking (if applicable). Include the number of parking spaces provided.		
Indicate the circulation paths, swept path (turning circle), and access lanes.		
Indicate pedestrian site entries and access.		
The street verge features including footpaths, street trees, crossovers, and truncations.		
Indicate areas of communal open space and private open space.		
Indicate locations of planning and deep soil areas including retained or proposed significant trees.		
Overshadowing over neighbouring sites.		
The location of any easements or piped services on site along with any sewer.		
The location of nearby buildings adjacent to the site and/or existing buildings that could influence or be influenced by the new development, including where the new development will be placed.		
<b>Landscape Plan</b>		
North point and ensure the plan is drawn to the appropriate scale, preferably 1:100-1:200.		
The building footprint of the proposal including pedestrian, vehicle, and service access.		
Trees to be removed are shown dotted and lined red.		
Deep soil areas and associated tree planting.		
External ramps, stairs, and retaining walls if applicable.		
Security features and access points.		
Built landscape elements (fences, pergolas, walls, planters, water features).		
Ground surface treatment with indicative materials and finishes.		
Site lighting.		
Stormwater management and irrigation concept design.		
<b>Floor Plan(s)</b>		
Indicate north point and ensure the plan is drawn to the appropriate scale, preferably 1:100-1:200.		

All levels of the building including roof plan.		
Layout of entries, circulation areas, lifts and stairs, communal spaces, and service rooms with key dimensions as required.		
Accessibility clearance templates for accessible units and common spaces.		
Indicate visual privacy separation and dimensions where necessary.		
Storage areas.		
Location, dimensions, and details of all doors and windows, including sill height above finished floor level.		
Provide a room layout indicating the placement of walls, doors, and windows, along with their dimensions, and specify the intended use of each room.		
Indicate the finished levels of the floor(s) of the building relative to the natural ground levels of the site.		
<b>Elevation Plan(s)</b>		
Elevations are drawn to the appropriate scale, preferably 1:100 – 1:200.		
Include elevations for all sides of the proposed building(s), clearly specifying all openings (doors and windows), materials, colours, and finishes.		
Any existing buildings on the site.		
Building entries (pedestrian, vehicular, and services as required).		
Indicate existing natural ground levels, wall heights, and roof heights in relation to the proposed ground levels of the site.		
Provide details and mark the location of any fencing and/or retaining walls, including information on materials used, height, and length.		
<b>Building Performance Diagrams</b>		
A solar diagram (where required) at the winter solstice (21 June).		
A ventilation diagram showing the unobstructed path of air movements through apartments and tabulation of results.		
<b>Technical Reports</b>		
Provide relevant technical reports (where applicable) including, but not limited to: <ul style="list-style-type: none"> <li>• Traffic Impact Assessment/Statement.</li> <li>• Stormwater/Hydraulic plan.</li> <li>• Waste management.</li> <li>• Acoustic assessment.</li> </ul>		
<b>Bushfire Prone Areas</b>		
A Bushfire Attack Level (BAL) assessment undertaken by an accredited level 1 Bushfire Surveyor or Bushfire Planning Practitioner; or		
Any other applicable requirements provided for under State Planning Policy 3.7 – Planning in bushfire-prone areas.		
<i>(Please note that a BAL may still be required as part of a building permit application).</i>		
<b>New Dwellings Within a Road or Train Trigger Distance</b>		
A statement, acoustic report, and/or noise management plan addressing the relevant requirements of state planning policy 5.4: Road and Rail Noise.		