



## Application for Development Approval Checklist

### Outbuilding (Shed, Detached Garage)

This checklist will help you prepare a Development Application for an outbuilding. 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; and</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 Plan</b>		
Street name, lot number, and address.		
North point and scale bar (1:200 or appropriate).		
All site boundaries.		
Proposal details, including existing building and proposed position, dimensions, and setback distances (horizontal and vertical).		
The street verge including footpaths, street trees, crossovers, and truncations.		
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 that could influence or be influenced by the new development, including where the new development will be placed. (May be provided by the city).		
Where there is a proposed vehicle access point, clearly indicate the location of this access point.		
<b>Floor Plan(s)</b>		
Indicate north point and ensure the plan is drawn to the appropriate scale, preferably 1:100-1:200.		
Outbuilding layout including the location of walls, windows, and doors.		
Indicate the finished levels of the floor(s) of the building relative to the natural ground levels of the site.		
<b>Elevation Plans</b>		
Elevation plans 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. Incorporating the existing building(s) where applicable.		
Indicate existing natural ground levels, wall heights, and roof heights in relation to the proposed ground levels of the site.		
If relevant provide details and mark the location of any fencing and/or retaining walls, including information on materials used, height, and length.		