

## SUBMISSION CHECKLIST

### *Ancillary Accommodation (Granny Flats)*

To enable your application to progress as quickly as possible and to avoid unnecessary delays, please use the following checklist to help you make sure you have included all of the information we require to undertake a full and considered assessment of your proposal. You tick your column to help you gather your information and when you bring the application in, a City Officer will tick our column to double check it's all there.

Please note that all plans must be to scale and printed at the appropriate size; for example if your plans have a note that says 1:200 @ A1, then the plans will need to be provided at A1 size, not A3, etc. The City requires three sets of plans to be provided for Planning Applications; however, any report (e.g. acoustic, traffic, engineers, etc.) or written justification document need only be supplied as a single copy.

YOU	US	N/A	GENERAL INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form which has been signed by the owner.
<input type="checkbox"/>	<input type="checkbox"/>		Three (3) copies each of site, floor and elevation plans, as described below.
<input type="checkbox"/>	<input type="checkbox"/>		Current (no more than 90 days old) Certificate of Title, including sketch, or you can pay the City to get this for you.
<input type="checkbox"/>	<input type="checkbox"/>		A written statement addressing any elements of the proposal that are using the design principles of 5.5.1 of the <i>Residential Design Codes of WA</i> .
<input type="checkbox"/>	<input type="checkbox"/>		One (1) copy of an Overshadowing plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of signed <i>Deed of Indemnity for Flood/Erosion in Gribble Creek Flood Plain</i> .
<input type="checkbox"/>	<input type="checkbox"/>		Payment of the appropriate fee for the development.
YOU	US	N/A	HERITAGE INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The property is on the State Register of Heritage Place (RHP) or the <b>City of Kalgoorlie-Boulder Local Heritage Survey</b> (LHS) and the development is in accordance with the City's town planning scheme and relevant local planning policies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The property is on the RHP, LHS or in a heritage precinct and a written summary of the proposed works and a Heritage Impact Statement have been prepared and included.

YOU	US	N/A	SITE PLAN – showing the following (do not include internal room layouts)
<input type="checkbox"/>	<input type="checkbox"/>		Drawn to a scale at not less than 1:500 (1:200 is preferable) and printed at the the correct size, preferably A3.
<input type="checkbox"/>	<input type="checkbox"/>		North point, street name(s), kerb-line and traffic nibs, verge, footpaths, street trees, power poles, bus stops/shelters, storm water pits in the road, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All <b>existing</b> buildings/structures, including outbuildings, sea containers, etc.
<input type="checkbox"/>	<input type="checkbox"/>		All <b>proposed</b> buildings/structures, including outbuildings, sea containers, etc.
<input type="checkbox"/>	<input type="checkbox"/>		Existing ground levels relative to a nominated datum, Australian Height Datum (AHD) is preferred but not essential for single dwellings. Levels must be provided around the boundaries, across the site and for the bottom and top of kerb at the road.
<input type="checkbox"/>	<input type="checkbox"/>		Proposed finished ground levels (as for above). If any cutting or filling is proposed, the finished ground levels must be provided and be notated in a box. e.g. <span style="border: 1px solid black; padding: 2px;">354.45</span> The method of retaining must be shown.
<input type="checkbox"/>	<input type="checkbox"/>		Existing and proposed finished floor levels (FFLs) relative to the same datum used for the site levels.
<input type="checkbox"/>	<input type="checkbox"/>		Method of storm water disposal (either piped to the street or retained on site in Rainwater tanks with bubble-up pits for overflow). Bubble-up pits must be located at least 3m from building footings and boundaries; and 6m from any effluent and Grey-water disposal systems. Please note that soak wells are not permitted in any area as our local soils do not absorb water efficiently.
<input type="checkbox"/>	<input type="checkbox"/>		Driveways/access points and crossovers (each developed lot is required to have a constructed crossover to the City's standards).
<input type="checkbox"/>	<input type="checkbox"/>		Lot dimensions (i.e. length of each boundary and total area) with measurements.
<input type="checkbox"/>	<input type="checkbox"/>		Setbacks from boundaries to buildings and between buildings shown as a Measurement.
<input type="checkbox"/>	<input type="checkbox"/>		Details and location of any fencing, gates and/or retaining walls, including height and length.
<input type="checkbox"/>	<input type="checkbox"/>		Location, layout and dimensions of any car parking areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of any easements (i.e. sewer, access, storm water, etc.).

<input type="checkbox"/>	<input type="checkbox"/>		Location of the City's main sewer line, any internal sewer lines and internal sewers connection point or on-site effluent disposal systems, including leach drains and any grey-water systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The property is within close proximity to the Gribble Creek Flood Plain, and is clearly identified on the site plan showing any portion of the site that is floodway and any portion of the site that is flood fringe. Development is in accordance with with the City's town planning scheme and relevant local planning policies.
YOU	US	N/A	FLOOR PLAN(S) – showing the following
<input type="checkbox"/>	<input type="checkbox"/>		Drawn to a scale of 1:100 or 1:200 and printed at the correct size, preferably A3.
<input type="checkbox"/>	<input type="checkbox"/>		Dimensions of the floor area in m <sup>2</sup> .
<input type="checkbox"/>	<input type="checkbox"/>		Plans clearly define the existing buildings/structures and proposed buildings/structure.
YOU	US	N/A	ELEVATION PLANS – showing the following
<input type="checkbox"/>	<input type="checkbox"/>		Drawn to a scale of 1:100 or 1:200 and printed at the correct size, preferably A3.
<input type="checkbox"/>	<input type="checkbox"/>		Elevation of every face of the proposed building(s), detailing all openings (doors and Windows) and any architectural features.
<input type="checkbox"/>	<input type="checkbox"/>		Vertical dimensions of buildings showing finished floor level, wall height and pitch height.
<input type="checkbox"/>	<input type="checkbox"/>		Details and location of any fencing and/or retaining walls, including materials, height and length.
<input type="checkbox"/>	<input type="checkbox"/>		Existing and proposed ground levels, relative to the same datum used for the site levels (sloping sites should be shown with sloping ground lines, not a horizontal line).

### General Information and further assistance

A range of information sheets, checklists, bulletins and policies, along with the City's town planning scheme, can be found at [www.planning.wa.gov.au](http://www.planning.wa.gov.au) and [www.ckb.wa.gov.au](http://www.ckb.wa.gov.au).

Statutory Planning Officers are available between 8.30am and 4.30pm to discuss your proposal or answer questions at 577 Hannan Street, Kalgoorlie. Alternatively, you can email your query to [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au) and mark it to the attention of "Statutory Planning" or telephone (08) 9021 9600 and ask to speak to the Duty Planner.