



Application for Development Approval Checklist

Commercial/Industrial

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

Site Plan		
Street name, lot number, and address.		
North point and scale bar (1:200 or appropriate).		
All site boundaries.		
Existing and proposed natural ground levels of all existing and proposed building(s), wall(s), fence(s), retaining wall(s), and any other structures.		
Proposal details, including existing building and proposed position, dimensions, and setback distances (horizontal and vertical).		
Details of vehicle driveways, access points, car parking areas, and maneuvering areas.		
The street verge features including footpaths, street trees, crossovers, and truncations.		
The position, type, and size of any existing trees taller than three meters and significant landscaping features.		
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.		
Floor Plan(s)		
Indicate north point and ensure the plan is drawn to the appropriate scale, preferably 1:100-1:200.		
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.		
Elevation Plans		
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. 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.		
Provide details and mark the location of any fencing and/or retaining walls. (Include information on materials used, height, and length).		
Technical reports		
Provide relevant technical reports (where applicable) including, but not limited to: <ul style="list-style-type: none"> • Traffic Impact assessment/statement. • Stormwater/Hydraulic plan. • Waste management. • Acoustic assessment. 		
Bushfire prone areas		
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>		