



## Application for Development Approval Checklist

### Retaining Walls and Street Fences

This checklist will help you prepare a Development Application for retaining walls and street fences. 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.		
Provide details for retaining walls and street fences, including their exact locations. Indicate the finished ground levels at the base of the retaining walls and street fence, as well as the levels at the top of these structures.		
Provide the proposed setbacks from the boundary.		
Include all buildings and structures currently present on the site and in the nearby area of the retaining wall and/or street fence.		
If known, the location of any easements or piped services on site along with any sewer, and storm water easements.		
Clearly indicate the location of all vehicle access point to the site.		
<b>Elevation Plan(s)</b>		
Elevations are drawn to the appropriate scale, preferably 1:100 – 1:200.		
Provide elevations showing what the fence/retaining wall looks like.		
If relevant provide a long section and elevation showing the interaction between the building(s), the proposed fence/retaining wall and the street.		

Please note that there are visibility requirements for fences crossing a driveway and corner blocks. These can be found under the Residential Design Codes Volume 1 part 5 5.2.5 sight lines C5 and figure series 9 – sight lines.