APPLICATION FOR DEVELOPMENT APPROVAL
Application Checklist

City of Karratha

COMMERCIAL/INDUSTRIAL, GROUPED OR MULTIPLE DWELLINGS

(for single dwellings and ancillary development approvals, refer to the checklist at https://karratha.wa.gov.au/planning-forms)

Please refer to relevant Local Planning Policies at https://karratha.wa.gov.au/local-planning-policies and/or the City's Local Planning Scheme 8 at https://www.dplh.wa.gov.au/getmedia/c4c52d3d-0ffa-49e6-a3e9-2ff777f6642e/Karratha_scheme_text for definitions and provisions.

This checklist has been prepared to ensure that development applications submitted to the City of Karratha are complete and contain all the required information to allow for it to be processed in a timely manner.

Applications are not considered formally lodged and accepted for consideration until all the required information is received, the application form is completed and signed, together with payment of the required fee. Failure to lodge a complete application will delay a decision.

Completed Application for Development Approval Form ☐

- The form is to be signed by the registered proprietor/s as shown on the certificate/s of title.
- Where the landowner/s cannot sign, an authorised agent can sign and attach evidence of the authority.
- If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company and state the full name/s and position/s of the company signatory/ies.
- Appropriate company signatory/ies include one director and the company seal, two directors, or one director and one secretary.

Eg:		Or
_____	_____	_____
John F. Smith - Director	Peter S James - Director	John F. Smith - Sole Director
Smith Pty Ltd	Smith Pty Ltd	Smith Pty Ltd

If the subject land is owned by a strata company, consent can be signed by the strata company secretary or by an elected person of the strata company providing proof of authority either by letter of delegated authority, signed by all strata owners or minutes showing delegated authority.

Application Fee/s – Refer to the Planning Fee Schedule https://karratha.wa.gov.au/planning-forms ☐

The application fees are based on the estimated cost of development, which includes, costs based on industry recognised/market value prices, including cost for materials and labour for construction.

Written submission; addressing any relevant objectives and/or provisions of the Local Planning Scheme, Local Planning Policies, State Planning Policies or other planning instruments. ☐

A copy of the site, floor and elevation plans drawn to a scale of 1:200 or 1:100.
Existing plans may be available from the City of Karratha to use as reference for future proposed development.

Site Plan (Drawn to scale, at not less than 1:200) ☐

- Street name(s) and lot number;
- Lot dimensions north point and scale;
- Existing and proposed buildings and uses;
- Existing and proposed ground and finish levels (relative to a nominated datum point or Australian Height Datum (AHD);
- Driveways/access points;
- Setbacks;
- Lot boundaries (existing and proposed), including strata boundaries;
- Details and location of any fencing;
- Location & layout of any car parking areas; and
- Location of Septic Tanks, Leach Drains and Soakwells related to Sewerage Treatment Systems.

Floor Plan (Drawn to scale of 1:100 or 1:200) ☐

- A plan of every storey with floor levels (Relative Level (RL) or Australian Height Datum (AHD);
- Room layout including walls, doors, windows and proposed use of each room; and
- Dimensions of buildings.

Elevation Plan (Drawn to scale of 1:100 or 1:200)

- View of every face or proposed building(s)/ Structure(s) detailing all openings (door and windows) and architectural features;
- Materials and colours (if known); and
- Show floor levels (Relative Level (RL) or Australia Height Datum (AHD).

Site Survey Feature Plan (Drawn to scale of 1:100 or 1:200) ☐

- Including street verge, drawn to scale and endorsed by licensed surveyor.

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Landscaping Plan (Drawn to scale, at not less than 1:200) • The location of existing and proposed buildings and structures including onsite services, e.g. overhead power lines, sewers, drains and underground power; • The location and species of plants to be retained or removed including within the street verge; • The areas subject to landscaping works; • The areas to be reticulated and the systems to be used; • A species schedule stating height upon maturity; • Other materials to be imported, arranged and/or constructed on the site (e.g. the preparation of garden beds and location of retaining structures or water features); and • The proposed staging, if any, of works.	☐
Storm Water Management Plan The minimum information required: • Contours and/or levels for the site (existing and proposed); • Direction of stormwater flow; • Method of disposal of stormwater at the drain/road; • Method of erosion protection of City of Karratha assets/verge areas; and • A more detailed Stormwater Management Plan may be required depending on the type and scale of proposal.	☐
Other information as required by the City, • Construction Environmental Management Plan; • Operational Environmental Management Plan; • Acoustic Assessment; • Waste Management Plan; • Traffic Impact Assessment; and • Any other technical report relevant to the proposal.	☐
Lodgement The City of Karratha is committed to working towards a paperless environment and reducing our environmental footprint, therefore we encourage you to complete and submit your application electronically. Please lodge your Development Application via email to: **development.admin@karratha.wa.gov.au**	