

## Development Application Checklist – Industrial

This checklist has been introduced to guide applicants of the requirements for lodging a Development Application to ensure they are complete and the applications can be accepted.

Ensuring all required information is submitted with the application reduces delays in accepting the proposal for assessment.

**Applications must be lodged with a completed copy of this checklist.**

<b>Application for Development Approval</b>	
Signed by <b>all Owners</b> (A copy of the 'Offer and Acceptance' may be submitted where the land is being purchased, and the purchaser may then sign as Owner).	<input type="checkbox"/>
If Owner is a company, signed by the Sole Director or a Director and a Secretary or a minimum of two Directors (as relevant to the company).	<input type="checkbox"/>
If Owner is a company, letter on company letterhead giving authority to sign.	<input type="checkbox"/>
If property is a Strata property and any area of common property will be impacted by the proposal, the Strata Company or all individual owners are to sign the Application form.	<input type="checkbox"/>
Current copy of the Certificate of Title (available from <a href="http://www.landgate.wa.gov.au">www.landgate.wa.gov.au</a> ).	<input type="checkbox"/>
Application fee (based on estimated cost of development, please refer to fee schedule).	<input type="checkbox"/>
<b>Site Plan</b>	
Street names, lot number and address.	<input type="checkbox"/>
Site dimensions, scale bar, north point, all lot boundaries including cadastral and any strata boundaries	<input type="checkbox"/>
Location and number of on-site car parking spaces, including provision of any required bays to satisfy disability access requirements.	<input type="checkbox"/>
Location, height and type of all existing structures.	<input type="checkbox"/>
The existing and proposed ground levels over the whole of the land the subject of the application related to an established datum, preferably using Australian Height Datum (AHD)	<input type="checkbox"/>
Location of bin store	<input type="checkbox"/>

<b>Existing and Proposed Floorplan</b>	
Buildings and structures to be erected, access to and use of all areas and rooms.	<input type="checkbox"/>
Location of external doors and windows.	<input type="checkbox"/>
The line of any upper floors clearly indicated over the lower floor plans.	<input type="checkbox"/>
Location of driveways, crossovers, pedestrian access ways.	<input type="checkbox"/>
The gross floor area (m <sup>2</sup> ) of all areas and rooms.	<input type="checkbox"/>
Location and number of on-site car parking spaces, including provision of any required bays to satisfy disability access requirements.	<input type="checkbox"/>
The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site, the means of access to and from those areas and details of the types of vehicles that will be used to service the proposed development (i.e. semi-trailer). The minimum design standard for industrial development is medium rigid vehicle (8.8m in length).	<input type="checkbox"/>
The location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the same.	<input type="checkbox"/>
The extent/area (m <sup>2</sup> ) of counter/queuing areas and sit down dining area in the case of a proposed lunch bar or fast food outlet .	<input type="checkbox"/>
The structures and environmental features that are proposed to be removed and the nature and extent of any open space.	<input type="checkbox"/>
<b>Elevations</b>	
The existing and proposed ground levels over the whole of the land the subject of the application, wall heights, and roof heights related to an established datum, preferably using Australian Height Datum (AHD).	<input type="checkbox"/>
Description/heading (i.e. direction) of each elevation.	<input type="checkbox"/>
Contours at maximum intervals of 0.5m.	<input type="checkbox"/>
Cross-sections through any proposed areas of excavation or filling with the relevant existing, natural and proposed levels related to an established datum, preferably using Australian Height Datum (AHD).	<input type="checkbox"/>
<b>Accompanying Information:</b> Please check with Planning Services whether information additional to the list below is required (e.g. for developments in the floodplain, bushfire prone areas, etc.)	

Documentation to assist in describing the proposed activity or development, including:	
Description of existing and proposed use of the site, proposed hours of operation, frequency and duration of appointments, etc. as applicable.	<input type="checkbox"/>
Number of employees, expected customer numbers, clients, staff and student numbers as applicable.	<input type="checkbox"/>
Process or machinery involved in the business.	<input type="checkbox"/>
Frequency of deliveries.	<input type="checkbox"/>
Location of bin store, volume of waste to be accommodated and intended servicing arrangements.	<input type="checkbox"/>
Any report on specialist studies in respect to the development which the Town of Bassendean requires the applicant to undertake, such as site surveys or traffic, heritage, environmental, engineering or urban design studies.	<input type="checkbox"/>
Landscape Plan.	<input type="checkbox"/>

Note: Meeting these requirements does not necessarily mean the proposal will be approved. The Town reserves the right to request further information to assist in the assessment process.

For information regarding landscape plans, please refer to the below information sheet:

[https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Landscape\\_Plan\\_Information\\_Sheet.pdf](https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Landscape_Plan_Information_Sheet.pdf)

**Application for Development Approval Form:**

[https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Planning/application\\_for\\_development\\_approval\\_form\\_online.pdf](https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Planning/application_for_development_approval_form_online.pdf)

All Applications for Development Approval must be submitted via email to:

[mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)

If you have any queries regarding the Application for Development Approval please contact Planning Services on 9377 8000 or by emailing [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au).