

Shire of Esperance

Customer Checklist

Applying for Development Approval for Residential Development Only



THIS IS THE MINIMUM DOCUMENTATION THAT YOU WILL NEED TO SUBMIT AN APPLICATION FOR DEVELOPMENT APPROVAL.

APPLICANT DETAILS

Name of Applicant	
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PROPERTY DETAILS

Lot No		Street No		Street Name	
Locality					

DESCRIPTION OF PROPOSED WORKS

<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Alterations /Additions	<input type="checkbox"/> Patio/Carport	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Earthworks	<input type="checkbox"/> Outbuilding (Shed)	<input type="checkbox"/> Fence	<input type="checkbox"/> Water Tank Over 5000L	

DOCUMENTATION REQUIRED

PDF documentation is preferred to be submitted by email to shire@esperance.wa.gov.au. **Printed copies are NOT required.** Please contact Development Services if your files are too large, access to upload your documents can be set up for you.

- Application for Development Form
- Plans: showing layout, usage, dimensions and elevations of proposed structure
- Site Plan: showing position of proposed structure / works, including
 - position of other structures on the property
 - distance between proposed structure and other structures
 - distance of setbacks from each boundary
 - septic and leach drains – existing and proposed (if applicable)
- A Bushfire Attack Level (BAL) Report is required if property is in a Bushfire Prone Area as designated by DFES.

OTHER DOCUMENTATION MAY BE REQUIRED DEPENDING ON THE SPECIFIC NATURE AND COMPLEXITY OF YOUR PROPOSAL. PLEASE PHONE DEVELOPMENT SERVICES IF YOU REQUIRE FURTHER INFORMATION - 9071 0674

NEIGHBOUR REFERRAL

If your proposal adversely affects or encroaches on other land, all neighbouring landowners who share a boundary with your property need to have a chance to comment on the proposed plans. Neighbour approval is required for:

- Reduced Setbacks in most instances
- Over Sized Outbuildings
- Some Retaining Walls
- Other proposals as advised by Development Services

Neighbour Approval can be confirmed at time of application to speed up the Development Approval process:

- clearly write the name and address of the neighbouring landowners' on the plans and have the landowner sign and date
- provide an accompanying letter including neighbouring landowners' name and address which is signed and dated
- an email from neighbouring landowners' with the property address stating they have seen the plans and have no objection

Shire of Esperance Development Services staff can contact the relevant property owners by mail, this may delay the Development Approval process by several weeks as a 21 day advertising period applies.

OTHER DOCUMENTATION

Please see separate checklist for Short Stay Accommodation.

Effluent Disposal System details / application may be required by Shire of Esperance Environmental Health Services.

Building Permit or Building Approval Certificate application may be required by Shire of Esperance Building Services