

SHIRE OF KENT LOCAL PLANNING SCHEME NO.3



DEVELOPMENT APPLICATION CHECKLIST

In addition to a completed and signed 'Form 1' application form and payment of the prescribed fee/s, all development applications submitted to the Shire of Kent must provide the following information where relevant to any specific proposal:

1. A **covering letter** providing details of the existing and proposed development and/or use of the land the subject of the application. For all **residential development** including carports, pergolas and outbuildings (i.e. sheds), written justification is required for any proposed variation/s to the deemed-to-comply requirements of the Residential Design Codes. For any **commercial, industrial or rural development** the following details must be provided:
 - i) a brief description of all existing and/or proposed uses on the land and their days and hours of operation;
 - ii) the total number of people to be employed on the land;
 - iii) any processes to be conducted on the land including the type of machinery and equipment to be used;
 - iv) the type of goods to be stored, manufactured, assembled or sold from the land;
 - v) the total anticipated traffic volumes likely to be generated by both heavy and light vehicles including the type, length and frequency of heavy vehicles attending the site; and
 - vi) all waste likely to be generated including management and disposal arrangements.
2. Suitably scaled **site development plan/s** showing the following:
 - i) the location and configuration of the land including street names, lot number/s, north point and the land's total area and dimensions;
 - ii) existing and proposed ground levels (i.e. topography / contours for the whole site);
 - iii) key environmental features including watercourses, wetlands and native vegetation;
 - iv) any existing structures and/or environmental features proposed to be removed and/or modified;
 - v) the location, boundary setbacks and use of any existing and/or proposed buildings;
 - vi) the location, dimensions and surface treatments of any existing and/or proposed vehicle accessways including driveway crossovers, parking bays and pedestrian pathways;
 - vii) the location of any existing street trees and essential service infrastructure in all verges abutting the land's road frontage including details of any proposed modifications;
 - viii) the location, dimensions and surface treatments of any area/s used for the loading / unloading of vehicles, open storage and/or trade display;
 - ix) the location and dimensions of any existing and/or proposed open space and landscaping;
 - x) the type, location and boundary setbacks of any existing and/or proposed effluent disposal infrastructure;
 - xi) details of any existing and/or proposed stormwater drainage infrastructure; and
 - xii) the location, dimensions and construction materials for any existing and/or proposed retaining walls, boundary fencing and gates.
3. Suitably scaled **floor plan/s, elevation drawings and sections** of any building/s proposed to be erected or altered including details of all building dimensions and floor areas in square metres, external construction materials and colours, the finished floor level above the natural ground level and the existing and/or proposed use of all rooms.
4. A **report** on any specialist studies in respect of the proposed development that the local government may require the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering and/or bushfire assessments.
5. **Any other information or plan/s** that the local government may reasonably require to assess and determine the application.
6. A **Form 2** for providing additional information for development approval for advertisements (i.e. advertising signage).