

# Shire of Esperance

## Customer Checklist

### Applying for Planning Approval for Residential Development



**This is the minimum documentation that you will need to supply when submitting an Application for Planning Approval.**

**PDF (electronic) documentation** can be submitted by email to [building@esperance.wa.gov.au](mailto:building@esperance.wa.gov.au).  
**Printed copies are NOT required.**

Please don't hesitate to contact Planning Services on 9071 0674 if you have any questions.

#### DOCUMENTATION REQUIRED

- A completed Application for Development form (**please note this Checklist is not the Application Form**)
  - The application form must be signed by ALL owners of the property.
  - If the property is owned under a Company name the application must be signed by the Director/Chairman of the Company (their position must be stated)
  - For properties that are owed under a Strata Title written approval from the Strata Company/Body Corporate
- 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 may be required if your property is in a Bushfire Prone Area as designated by DFES.
- A Site and Soil Assessment may be required for any application that includes septic or other effluent disposal within a sewage sensitive area.

#### OTHER DOCUMENTATION MAY BE REQUIRED DEPENDING ON THE SPECIFIC NATURE AND COMPLEXITY OF YOUR PROPOSAL

#### 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:

- A Neighbouring Property Comment Form can be accessed via our website: <https://www.esperance.wa.gov.au/planning-development-applications>,
- or
- clearly write the name and address of the neighbouring landowners' on the plans and have the landowner sign and date
- or
- provide an accompanying letter including neighbouring landowners' name and address which is signed and dated stating that plans have been sighted and no objection is being made.
- or
- an email from neighbouring landowners' with the property address stating they have seen the plans and have no objection

**Please note:** 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 minimum 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