

## INDUSTRIAL DEVELOPMENT APPLICATION CHECKLIST

SUBMISSION REQUIREMENTS		Applicant	Office
•	<b>Completed Application for Development Approval signed by property owner/ responsible authority</b>		
•	<b>Appropriate fee to be included</b>		
•	<b>Copy of Certificate of Title with Diagram and Strata Plan where applicable – These can be obtained from <a href="http://www0.landgate.wa.gov.au/">http://www0.landgate.wa.gov.au/</a></b>		
•	<b>Detailed written statement in support of the proposal including:</b>		
•	The exact nature of the activity to be undertaken, the processes involved, materials, equipment and methods used		
	How the proposed land use / development relates to any activities / development already carried out on the site if applicable		
	How the proposed land use / development relates to the marine engineering, energy, transport, chemical and/or mining industries *		
	Whether the proposed structures / land use are intended to be temporary or permanent. If temporary, how long a term is requested		
	Any other licenses that may be required for the operation of the land use and if they have been obtained		
	Methods and procedures proposed to deal with waste storage, recycling and disposal. Storage and handling of chemicals if applicable		
	Staffing requirements and the proposed hours and days of operation		
	Effluent disposal and drainage methods. Wastewater treatment and wash down facilities if required		
	Identification and description of any noisy plant, vehicles, equipment and / or activities		
	Identification and description of any activities that may cause dust, odour or any other emission (for example, spray painting and sand blasting)		
	Details of any pre-lodgement meeting held with the City's officers and the names of the officers involved		
	<b>*Applies to Henderson Industrial Area Australian Marine Complex only</b>		
•	<b>Three (3) copies of development plans on a scale of 1:100, 1:200 or 1:500 along with a copy of plans on a CD Rom or USB in PDF format which include:</b>		
	Full site plan of property in the context of its surroundings		
	Full floor plan and elevations (include material and colours)		
	Colour perspectives where development exceeds \$500,000		
	Signage details (coloured plans and elevations required)		
•	<b>Supporting documentation supplied which includes:</b>		
	Any further information that the City may reasonably require to better understand the proposed development		

**Applications will only be accepted if they are accompanied by the complete package of information as detailed above, including this Checklist, and signed by the Applicant below.**

Applicant Signature

Print Name

Date

**Notes:**

- The above information is required to enable an initial assessment of the application only. If required the City may make a further request for additional supporting information to facilitate the assessment process.**