

Checklist

Information to include in your Permit application

Completed application form, including written consent of the landowner(s).

Detailed written description of the proposal

Location details (i.e. address, lot number, nearest cross street, etc.)

Map of the subject area clearly indicating the location and nature of the proposal

Photographs of the site

Details on any discussions had with other government agencies regarding the proposal

Proposals involving structures, construction, excavation, infill or retaining should also include the following details:

Scaled plans and proposal specifications (including materials, colours, etc.)

Method of construction

Details on how environmental risks associated with the works will be managed

Cost of the proposed works

Proposals involving vegetation removal should also include the following details:

Number of trees proposed to be removed

Specific location of trees to be removed (circled on an aerial photo, map or detailed plan)

The species of the trees proposed to be removed

Written justification for the removal/trimming of the vegetation

Proposals involving temporary structures should also include the following details:

Proposed installation time period

If insufficient information is provided with the application, further information will be sought from the applicant. If the required information is not provided, the application will be returned. DBCA cannot process the application without the completed (and correct) application form.