

Development Approval – COVER LETTER & JUSTIFICATION EXAMPLE

Cover letter content example:

Attached is a development application for a New Single House which is to be constructed at
The lot is currently (vacant) OR The lot has an existing

The house comprises of Bedrooms, ... bathrooms (however you want to describe it) and will be
Framed, with (tile/colourbond) roof in colour: With brick/hardiplank/stone/ (whatever it is) cladding in colour:

The property is / is not within a bushfire prone area and the BAL report has been completed and is attached with a BAL rating advised of : The home is to be constructed in accordance with the Bushfire Report to level :

(Where relevant) The proposed colour schedule is as follows (or reference attached colour schedule):

Roof:
Walls:
Garage Door:
Outbuilding:
Water Tanks:

(Where relevant) The proposed development is seeking variations to the following provisions and justification is as follows:

Variation:

i.e Side setback variation – Required setback 1.5m. Proposed setback 1.1m

Justification:

Insert your justification for the variation here (if Residential then address the relevant Design Principles of the R-Codes).

(Where relevant)

Adjoining land owners comments were required and have been posted, copies of letter, plans and registered post slip is attached. **(remove if not applicable)**

OR

Adjoining land owners comments were required and have been returned with signed letter and plans and attached to the application. **(remove if not applicable)**

(Where relevant)

Outbuildings:

- Purpose of Outbuilding - (outline what the purpose of the outbuilding is for, ie: storing vehicles, machinery, equipment, tools etc.)
- Confirm no bulk storage of “high risk” material is to be stored in the proposed outbuilding.

Example of justification table

It is preferred that justification against the design principles of the Residential Design Codes, or objectives of any applicable local planning policy or structure plan is set out in the format below. Should community consultation be required, this justification will be included in the consultation material made available on the City's website.

Relevant provision being varied	Variation proposed (complete for each variation sought)	Applicant Justification and/ or how you meet the relevant Design Principles of the R-Codes
<p>R-Code variation (example only):</p> <p>Visual Privacy - Clause 5.4.1 C1.1 i)</p>	<p>Deemed to comply – Deck on western side requires 7.5m setback.</p> <p>Proposed setback - 6.7m</p>	<p>How it meets the Design Principles (example only):</p> <p>It is proposed that the development complies with R-Codes Design Principles under 5.4.1 P1.1 for the following reasons:</p> <ul style="list-style-type: none"> • The extent of overlooking falls towards the front of the lot and driveway, as demonstrated in the overlooking plan. • The extent of the privacy variation does not overlook into sensitive areas • There is mature screening
<p>Policy variation (example only):</p> <p>Albany Historic Town Design Policy: Roof Form and Pitch</p>	<p>Deemed to comply – Gabled or hipped roofs pitch shall be between 25 and 40 degrees</p> <p>Proposed roof pitch 20 degrees</p>	<p>Justification & how it meets the Objectives of the policy (example only):</p> <p>The roof form is proposed to match the existing roof pitch.</p> <p>The proposed roof cannot be viewed from the street.</p> <p>The proposed additions are sympathetic to the existing dwelling and do not impact the streetscape or character of the area.</p>