



Application for Planning Approval

Existing building/landuse:
Description of Proposed Development and/or use:
Nature of any existing buildings and/or use:
Approximate cost of proposed development:

Property Details		
Lot No:	House/Street No:	Location No:
Street Name:		Suburb:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Nearest street intersection:		

Owner Details		
Name:		
Postal Address:		Postcode:
Phone: (work):	(home):	(mobile):
(fax):	Email:	
Contact Person:		
Name:	Signature:	
Name:	Signature:	
Name:	Signature:	
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i>		

Applicant Details – Contact Person for all correspondence relating to the application		
Name:		
Postal Address:		Postcode:
Phone: (work):	(home):	(mobile):
(fax):	Email:	
Signature:	Date:	

OFFICE USE ONLY	
Acceptance Officer's Initials:	Date Received:
Reference No:	



Planning Consent Checklist

Local Planning Scheme 1 Section 9.2 requires appropriate information to accompany every application for planning consent. This checklist sets out the minimum required information for an application to be considered complete. **Any Application not meeting minimum information requirements will not be accepted.**

All applications require a brief covering letter providing details of the proposed development/land use. This should include details of compliance with LPS1 and council policies and should provide appropriate justification where applicable for any variation to LPS1, local planning policies or Residential Design Codes. Variations to R-Codes will require performance criteria to be addressed.

If the proposal is required to be advertised or notified in accordance with LPS 1, or LPP 2 the application will attract an additional fee. You will be invoiced in accordance with the Shire's Fees and Charges prior to advertising.

ALL APPLICATIONS SHALL BE ACCOMPANIED BY:

- Application form fully completed and signed by **all** landowners or strata owners where applicable.
- Cover letter providing details of proposed development (as described above).
- Planning Fee - As per Council's Fees and Charges Schedule (**fee due on lodgment**)
- Copy of current Certificate of Title and Deposited Plan.
- **SITE PLANS (2 copies)** (preferred scale of not less than 1:500) including :
 - Lot boundaries, dimensions & street frontages
 - Dimensions of building envelope (where applicable)
 - Proposed development (include setback details) and existing structures/ structures to be removed
 - Contours, existing and proposed levels, finished floor levels
 - Existing vegetation, proposed landscaping areas and proposed clearing
 - Easements, rights of carriageway, sewer/drainage lines, power poles, manholes and footpaths on site or in verge
 - On-site effluent disposal system (if applicable)
 - Existing/proposed parking, access ways and crossovers
 - Fencing / Screen walls (location, height, materials)
 - Scale, lot/street number(s), address, owner's name, drawn by, date drawn, north arrow
- **ELEVATIONS (2 copies) including : (not required for change in use or intensive agriculture)**
 - Proposed structures all elevations (additions to include existing structures) showing natural ground level and dimensions.
 - External finishes (including schedule of colours and materials)
- **FLOOR PLANS (2 copies) including**
 - Total Floor Area, Proposed Floor Area of Use(s)
 - Sanitary facilities, Entry/Exits, Internal Walls

The Shire may within 21 days of receipt of the application request additional information or justification where it is considered necessary to enable an informed assessment of the proposal. Where further information is required you will have 21 days to provide the information requested, or alternatively you can withdraw your application, upon which the minimum fee or 25% of the total application fee, whichever is the greater, will be retained and the remainder refunded. **Failure to withdraw the application or to provide additional information within the 21 day timeframe will result in the application being REFUSED.**

Any queries regarding your application please contact Council's Planning Department on (08) 97805 270 or (08) 97805 265. PLEASE NOTE: THIS IS DEVELOPMENT CONSENT ONLY - Application for Building Licence may be required. Please direct queries to Building Services on 9780 5214.