



**LOCAL PLANNING SCHEME NO.7
DISTRICT ZONING SCHEME
APPLICATION FOR DEVELOPMENT APPROVAL**

Office Use Only

Application no:

Date of payment:

Date received:

Amount Paid:

Officer initials:

Receipt number:

Property Details

Street number and /or Lot Number:	Street Name:	Area/Suburb:
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Title encumbrances (e.g. easements, restrictive covenants):

Nearest street intersection

Owner details

Name:	ABN (if applicable):
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Address:	Postcode:
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Phone number:	Email and Fax (if available):
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Contact person for correspondence:

Signature:	Date:
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Signature:	Date:
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The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2)

Applicant details (if different from owner)

Name:

Address:	Postcode:
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Phone number:	Email and Fax (if available):
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Contact person for correspondence:

Do you agree that the information and plans provided with this application may be made available by the local government for public viewing in connection with the application. Yes No (If no, please specify why)

Signature:	Date:
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Proposed Development

Nature of development: <input type="checkbox"/> Use and work <input type="checkbox"/> Use <input type="checkbox"/> Work	Description of proposed works and/or land use:
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Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use
Approximate cost of proposed developments:	
Estimate time of completion:	

Development Application Checklist

To reduce potential time delays associated with incomplete applications, applicants are advised to carefully read and consider all relevant requirements prior to lodgement of an application. **This Checklist is to accompany ALL Development Applications.** Applicants are required to verify the application against the following checklist (using the tick boxes supplied) and sign to confirm that the requested information has been provided. **Please note that incomplete applications may not be processed and may be returned to the applicant until such time as all details are provided.**

Please be aware that this is NOT an application for a Building Licence

ALL APPLICATIONS TO BE ACCOMPANIED BY	Shire Use
<input type="checkbox"/> Application for Development Approval completed and signed by all landowners.	<input type="checkbox"/>
<input type="checkbox"/> Development Application fee paid (refer to Schedule of Fees and Charges – Planning Services).	<input type="checkbox"/>
<input type="checkbox"/> Bushfire Management Plan (Bushfire Prone Areas) if applicable.	<input type="checkbox"/>
<input type="checkbox"/> Written details of the proposal including justification for any item not complying with applicable standards.	<input type="checkbox"/>
<input type="checkbox"/> A copy of the Certificate of Title.	<input type="checkbox"/>
SITE PLAN/S (Scale 1:200 or nearest appropriate) – 2 copies required	
<input type="checkbox"/> Street name(s), street and lot number/s.	<input type="checkbox"/>
<input type="checkbox"/> North Point.	<input type="checkbox"/>
<input type="checkbox"/> Lot boundaries.	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed buildings/ structure/ earthworks.	<input type="checkbox"/>
<input type="checkbox"/> The structures, vegetation and environmental features that are proposed to be removed.	<input type="checkbox"/>
<input type="checkbox"/> Contours and final floor levels.	<input type="checkbox"/>
<input type="checkbox"/> Car parking, manoeuvring areas, points of access and egress etc.	<input type="checkbox"/>
<input type="checkbox"/> Dimensions of lot and buildings.	<input type="checkbox"/>
<input type="checkbox"/> Landscaping proposed for the site.	<input type="checkbox"/>
<input type="checkbox"/> Distances from boundaries to structures (setbacks).	<input type="checkbox"/>
<input type="checkbox"/> Details of any fencing.	<input type="checkbox"/>
<input type="checkbox"/> Position of septic tanks, leach drains and soak wells.	<input type="checkbox"/>
<input type="checkbox"/> Position of any development envelopes, easements, reciprocal access etc.	<input type="checkbox"/>
<input type="checkbox"/> Infrastructure i.e. crossover, street trees, power poles, gas pipelines etc.	<input type="checkbox"/>
<input type="checkbox"/> Earthworks cross section (including cut, fill, retaining walls and rock pitching).	<input type="checkbox"/>
<input type="checkbox"/> Natural water courses/bodies.	<input type="checkbox"/>
<input type="checkbox"/> Nearby structures on adjoining properties	<input type="checkbox"/>

BUILDING PLANS (Scale 1:100 or 1:200) – 2 copies required	Shire Use
<input type="checkbox"/> The plans of any building proposed to be erected or altered and of any building that is intended to be retained	<input type="checkbox"/>
FLOOR PLAN (Scale 1:100 or 1:200) – 2 copies required	
<input type="checkbox"/> A plan of every storey with floor levels	<input type="checkbox"/>
<input type="checkbox"/> Internal layout showing doors/windows etc. with dimensions and room names	<input type="checkbox"/>
<input type="checkbox"/> Total floor area in square metres	<input type="checkbox"/>
ELEVATIONS (Scale not less than 1:100) – 2 copies required	
<input type="checkbox"/> All elevations are to be submitted with description / heading of each elevation (ie. north, south, east, west)	<input type="checkbox"/>
<input type="checkbox"/> Natural ground levels and proposed ground levels and finish floor levels relative to nominated datum point or AHD (where applicable).	<input type="checkbox"/>
<input type="checkbox"/> Height of walls and roof pitch from natural ground level	<input type="checkbox"/>
<input type="checkbox"/> Details of external construction materials and colours proposed	<input type="checkbox"/>
Note: Elevations are not required for a change of use application where there are no alterations or additions proposed to the external elevation.	
THE FOLLOWING INFORMATION MAY ALSO BE REQUIRED	
REPORTS, STUDIES	
<input type="checkbox"/> A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering etc.	<input type="checkbox"/>
ONSITE SEWERAGE DISPOSAL	
<input type="checkbox"/> Site and soil evaluation where reticulated sewerage is not available for commercial, industrial and large residential developments.	<input type="checkbox"/>
CHANGE OF USE	
<input type="checkbox"/> Nature of use/activity.	<input type="checkbox"/>
<input type="checkbox"/> Proposed hours and days of operation.	<input type="checkbox"/>
<input type="checkbox"/> Number of expected visitors and employees.	<input type="checkbox"/>
<input type="checkbox"/> Details of any equipment to be used i.e. machines, amplifiers etc.	<input type="checkbox"/>
<input type="checkbox"/> Proposed car parking / provision for car parking.	<input type="checkbox"/>
ADVERTISING / SIGNAGE	
Please refer to the Shires Local Planning Policy no 5	
<input type="checkbox"/> Site plan clearly indicating the sign location and distances to boundaries	<input type="checkbox"/>
Structural plan of the sign to scale 1:200 (2 copies required) including:	
<input type="checkbox"/> Elevation drawings	<input type="checkbox"/>
<input type="checkbox"/> Materials	<input type="checkbox"/>
<input type="checkbox"/> Footing and connection details	<input type="checkbox"/>
<input type="checkbox"/> Dimensions i.e. height, width, depth, clearance to ground level	<input type="checkbox"/>
<input type="checkbox"/> Artwork Plan in colour to scale 1:200 including the Graphic content of the sign	<input type="checkbox"/>
<input type="checkbox"/> Colours and typography style to be used in the sign including the height of the typography	<input type="checkbox"/>
<input type="checkbox"/> Superimposed images of the artwork plan where the sign will be located i.e. the façade of a building	<input type="checkbox"/>
DEVELOPMENT ENVELOPE MODIFICATIONS	
<input type="checkbox"/> Site plan as detailed above, indicating the location of both the proposed and existing envelopes including dimensions and distances to the boundaries. This should include building and effluent disposal footprints	<input type="checkbox"/>
<input type="checkbox"/> Justification of the proposed modification in writing	<input type="checkbox"/>
<input type="checkbox"/> Contour Plan (Where Development Envelope is proposed to be relocated)	<input type="checkbox"/>
NOTE: Where a Development Application for a Single House, Outbuilding etc. proposes a Development Envelope Modification this can be included on the same application	<input type="checkbox"/>

BUSHFIRE MANAGEMENT PLAN (BUSHFIRE PRONE AREAS)	Shire Use
<input type="checkbox"/> A Bushfire Management Plan addressing Section 6.5 of State Planning Policy 3.7 – ‘Planning in Bushfire Prone Areas’ and the related guidelines (inclusive of a Bushfire Attack Level (BAL) assessment by an accredited Bushfire Planning Practitioner);	<input type="checkbox"/>
<input type="checkbox"/> Emergency Evacuation Plan	<input type="checkbox"/>

FURTHER ADVICE TO APPLICANT
<p>Additional Information Following initial assessment of your application, the Shire may request other information, or plans may need to be revised to assist in determination of the application.</p> <p>Building Permit In most instances where structures are proposed, a Building Permit will also need to be obtained.</p> <p>Heritage Matters With regard to applications placed or entered into the Municipal Heritage Inventory, please note that the Shire may require elevations and a schedule of materials and colours for the subject lot, and the lots immediately adjoining it.</p> <p>Electronic versions of the application The Council reserves the right to request an electronic version of the application to make a complete assessment of the development application.</p> <p>Refunds No refunds will be provided by the Shire once an application has been lodged and allocated.</p>

I declare and acknowledge the information provided above is accurate and complete. I also acknowledge and accept that when lodging this checklist and application form, that the Shire may advertise, display, copy and/or reproduce any supporting plans and documentation submitted as part of this application.

Applicant Name: _____

Applicants Signature: _____

Date Submitted: _____

Please email your application to DSR@dandaragan.wa.gov.au

OR mail it to: Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516