



PLANNING APPLICATION GUIDE

This guide has been provided to help you submit a complete and correct application for planning approval to enable the Development Service Team to properly assess your proposal and arrive at a fair determination. It applies to all development within the Shire requiring planning approval under the relevant clauses set out in Local Planning Scheme No. 5 (LPS 5) and Schedule 2 Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.

The planning application must consist of the following (unless otherwise agreed):

- A completed **Application for Development Approval Form**.
- A **Covering Letter** addressed to the Chief Executive Officer detailing the development proposal and addressing any important issues.
- A completed **Planning Application Checklist**.
- Two copies of a full **site plan, floor plan and elevation** drawings of all aspects (views) of the proposal. One stamped set will be returned to you at the completion of the planning assessment process.
- Payment of the relevant **Development Application Fees**, as set out in the *Planning and Development Regulations 2009* or prescribed under the *Local Government Act 1995*.

Under the *Planning and Development Act 2005* the period allowed for the Shire to assess an application for planning approval is 60 or 90 days depending on whether or not public consultation is required for the application.

Please note that “the clock stops” if sufficient information has not been provided to enable assessment of the planning application. If insufficient information has been provided you will be informed in writing as soon as practical after receiving your application.

The period between a request for further information and the time the information is provided to the satisfaction of the Shire Planner is not counted in the period allowed for assessment of the planning application.

Similarly, the clock does not start, nor processing of the application commence, until the relevant fees are paid.



APPLICATION FOR DEVELOPMENT APPROVAL FORM

Owner/s details			
Name/s:			
Residential Address:			
ABN (if applicable):			
Phone: (work): (mobile):	(home):	Fax:	E-mail:
Contact person:			
Signature:			Date:
Signature:			Date:
<i>The signatures of all of the owner(s) is required on all applications. This application will not proceed without that signature and may not be signed by an unauthorised person. For the purpose 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).</i>			
Applicant details (if different from owner)			
Name:			
Address:			
Phone: (work): (mobile):	(home)	Fax:	E-mail:
Contact person for correspondence:			
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Signature:			Date:
Property details			
Lot No:	House/Street No:	Location No:	
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:	
Title Encumbrances (Easements, restrictive covenants): Attach relevant documents.			
Street name:		Suburb:	
Nearest street intersection:			
Proposed Development			
Nature of development: <input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use			

Is an exemption from development claimed for part of the development?

Yes No

If yes, is the exemption for: Works

Use

Description of proposed works and/ or land use:

Description of exemption claimed (if relevant):

Nature of any existing buildings and/ or land uses:

Approximate cost of proposed development:

Estimated time of completion:



DEVELOPMENT APPLICATION CHECKLIST

This checklist is to ensure that development applications are complete before they are accepted and registered as received applications. The reasons for requiring complete applications include:

1. The information is required under the Shire of Collie's Local Planning Scheme No. 5 and therefore required by law.
2. Assessment cannot be carried out by a planning officer until all information is received;
3. Completed information reduces delays.

Required Information	Please Tick
1. Application for Development Approval form completed and signed by all of the owner/s of the land and the applicant (if different from the owner)	
2. Payment of the appropriate development application fee (refer to Planning Fees Schedule [attached])	
3. Detailed written statement in the form of a letter to the CEO in support of the proposal including: <ul style="list-style-type: none"> • Full details of the use/development • Compliance with Local Planning Scheme/R-Codes/Policies • Justification for any proposed variations to development requirements. 	
4. A copy of the Certificate of Title (CT) no more than six (6) months old. A copy of the CT can be ordered online from Landgate for \$25.70. Further documents which may also be purchased from Landgate (such as Survey plan and Caveat details) may be requested in order to assess the application.	
5. (a) Two (2) copies of a plan or plans showing the following- <ol style="list-style-type: none"> (i) the location of the site including street names, lot numbers, north point and the dimensions of the site; (ii) the existing and proposed ground levels over the whole of the land the subject of the application; (iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site; (iv) the structures and environmental features that are proposed to be removed; (v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site; (vi) the existing and proposed means of access for pedestrians and vehicles to and from the site; 	

	<p>(vii) the location, number, dimensions and layout of all car parking spaces intended to be provided;</p> <p>(viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;</p> <p>(ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;</p> <p>(x) the nature and extent of any open space and landscaping proposed for the site;</p> <p>and</p> <p>(b) plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained; and</p> <p>(c) 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, bushfire attack level assessment, engineering or urban design studies; and</p> <p>(d) any other plan or information that the local government reasonably requires.</p> <p>All plans and details must be legible, drawn to scale and include the lot and street address and owners details</p>	
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Applications that are accompanied by the complete package of information as detailed above, including this Checklist, and signed by the Applicant below will be processed more efficiently and expediently.

Applicants Signature/s	Printed Name	Date
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Notes:

1. *The above information is required to enable an initial assessment of the application only.*
2. *If required the Shire may make a further request for additional supporting information to facilitate the assessment process. Compliance with the checklist does not necessarily mean that the proposal will be approved.*
3. *This is **not** an application for a Building Permit. A Separate application for a Building Permit must be made and granted before development commences.*



**Schedule of Planning Fees
Planning and Development Regulations 2009
2019/2020**

Item	Planning Service	Maximum fee
Part 1 – Statutory Fixed Fees		
1.	Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development (excluding GST) is —	
	(a) not more than \$50 000	\$147
	(b) more than \$50 000 but not more than \$500 000	0.32% of the estimated cost of development
	(c) more than \$500 000 but not more than \$2.5 million	\$1 700 + 0.257% for every \$1 in excess of \$500 000
	(d) more than \$2.5 million but not more than \$5 million	\$7 161 + 0.206% for every \$1 in excess of \$2.5 million
	(e) more than \$5 million but not more than \$21.5 million	\$12 633 + 0.123% for every \$1 in excess of \$5 million
	(f) more than \$21.5 million	\$34 196
2.	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee
3a.	Residential Design Code (R-Code) Variation (Minor)	\$147
3b.	Residential Design Code (R-Code) Variation (Major)	\$294
4.	Determining a development application for an extractive industry where the development has not commenced or been carried out	\$739
5.	Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 4 plus, by way of penalty, twice that fee
5A.	Determining an application to amend or cancel development approval	\$295
6.	Providing a subdivision clearance for —	
	(a) not more than 5 lots	\$73 per lot
	(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot
	(c) more than 195 lots	\$7 393
7.	Determining an initial application for approval of a home business/ occupation where the activity has not commenced	\$222
8.	Determining an initial application for approval of a home business/ occupation where the activity has commenced	The fee in item 7 plus, by way of penalty, twice that fee

Item	Planning Service	Maximum fee
Part 1 – Statutory Fixed Fees		
9.	Determining an application for the renewal of an approval of a home business/ occupation where the application is made before the approval expires	\$73
10.	Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired	The fee in item 9 plus, by way of penalty, twice that fee
11.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	\$295
12.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out	The fee in item 11 plus, by way of penalty, twice that fee
13.	Providing a zoning certificate	\$73
14.	Replying to a property settlement questionnaire	\$73
15.	Providing written planning advice	\$73
Part 2 – Maximum Fees: Scheme Amendments, Structure Plans and Local Development Plans (incl. gst)		
1.	Request to Initiate Scheme Amendment	\$335.00
2.	Processing Fee – Basic (Unless lodgement is only required to comply with the relevant Act or Regulations)	Min \$1056.00 (Minimum + excess hourly rate)
3.	Processing Fee – Standard (Note: Unused Fees to the maximum value of \$500 may be refunded to applicant upon consideration of request if the proposal is not approved/ initiated)	\$1650.00
4.	Processing Fee - Complex	\$3,300.00
5.	Lodgement of Structure Plans and Local Development Plans	\$1056.00 (Minimum + excess hourly rate)
6.	Director/ Shire Planner	\$88.00 per/hour
7.	Environmental Health Officer	\$36.86 per/hour
8.	Administrative Assistance	\$30.20 per/hour
Part 3 – Council Fees		
1.	Advertising required for all 'A' use classes, and any discretionary 'D' uses, Home Based Businesses, and contentious issues as required	\$126.72 (For advertising up to 14 days maximum of 1 newspaper circulation) \$253.44 (For advertising up to 21 days, minimum of 2 newspaper circulations)
2.	Advertising for longer than 21 days E.g. Scheme Amendments, Changes to Crown Reserves – Road closures, road dedications, vestings, change of purpose.	Cost plus 10%
3.	Issue of Section 40 Certificate (Liquor Act)	\$100.00
4.	Lodgement of a Notification on Title	\$168.70



ADDITIONAL INFORMATION FOR DEVELOPMENT APPROVAL FOR ADVERTISEMENTS

[cl. 86]

Note: to be completed in addition to the Application for Development Approval form if the proposal includes commercial signage

1.	Description of property upon which advertisement is to be displayed including full details of its proposed position within that property:		
2.	Details of proposed sign:		
	(a)	Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):	
	(b)	Height:	Width:
			Depth:
	(c)	Colours to be used:	
	(d)	Height above ground level —	
		<ul style="list-style-type: none"> • (to top of advertisement): • (to underside): 	
	(e)	Materials to be used:	
		Illuminated: Yes / No If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:	
3.	Period of time for which advertisement is required:		
4.	Details of signs (if any) to be removed if this application is approved:		
	Note:	This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 4 above.	
	Signature of advertiser(s): (if different from land owners)		
	Date:		