



## APPLICATION FOR DEVELOPMENT APPROVAL FORM

[cl. 86(1)]

<b>Owner/s details</b>			
Name/s:			
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 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).</i>			
<b>Applicant details (if different from owner)</b>			
Name:			
Address:			
Phone:		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:
<b>Property details</b>			
Lot No:	House/Street No:	Location No:	
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:	
Title Encumbrances (Easements, restrictive covenants): <i>Attach relevant documents.</i>			
Street name:		Suburb:	
Nearest street intersection:			
<b>Proposed Development</b>			
Nature of development:                      Works Use 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:

**OFFICE USE ONLY**

Acceptance Officer's initials:		Date Received	
Local Government Reference Number:			



## DEVELOPMENT APPLICATION CHECKLIST

This checklist is to ensure that development applications are complete before they are accepted and registered.

'Required Information' below is prescribed under the *Planning and Development (Local Planning Regulations) 2015*.

Assessment cannot be carried out by a planning officer until all information is received.

Required Information	Please Tick
1. Application for Development Approval form completed and signed by <b>all</b> of the owner/s of the land (in accordance with cl. 62 of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> ).	
2. Payment of the appropriate development application fee.	
3. A copy of the Certificate of Title (CT) no more than six (6) months old, including any Easements, Notifications, Memorials or Restrictive Covenants.	
4. (a) A plan or plans showing the following- (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><b>All plans and details must be legible, drawn to scale and include the lot and street address and owners details</b></p>	
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In accordance with cl. 63(2), the Shire may waive or vary a requirement listed above.

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  
2026/27**

*(N.B. this is a guide only. For current fees and charges, please refer to the Shire of Collie's Fees & Charges)*

Item	Planning Service	Maximum fee
<b>Part 1 – Statutory Fixed Fees</b>		
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 <b>(excluding GST)</b> 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)	\$152
3b.	Residential Design Code (R-Code) Variation (Major)	\$303
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
<b>Part 1 – Statutory Fixed Fees</b>		
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
<b>Part 2 – Maximum Fees: Scheme Amendments, Structure Plans and Local Development Plans (incl. gst)</b>		
1.	Request to Initiate Scheme Amendment	The fee is calculated in accordance with the <i>Planning and Development Regulations 2009</i> (Part 7, Division 2)
2.	Processing Fee – Basic (Unless lodgment is only required to comply with the relevant Act or Regulations)	
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)	
4.	Processing Fee - Complex	
5.	Lodgment of Structure Plans and Local Development Plans	
6.	Director/ Shire Planner	
7.	Environmental Health Officer	
8.	Administrative Assistance	
<b>Part 3 – Council Fees</b>		
1.	Advertising required for all 'A' use classes, and any discretionary 'D' uses, Home Based Businesses, and contentious issues as required	Cost plus 10% (For advertising up to 14 days maximum of 1 newspaper circulation, or 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, vesting, change of purpose.	Cost plus 10%
3.	Issue of Section 40 Certificate (Liquor Act)	\$167
4.	Lodgment of a Notification on Title	\$220
5.	South West Joint Design Review Panel Sitting Fees	\$2 195 per meeting