



## **PLANNING APPLICATION AND CHECKLIST**

This information has been compiled to assist applicants to prepare and lodge an application with the Shire of Narembreen seeking planning approval for a proposed development.

### **1. DIFFERENCE BETWEEN PLANNING AND BUILDING**

Planning approvals and building permits are different and are controlled by different legislation. This means that you may need to apply for planning approval, or a building permit, or both depending on your proposed development or land use.

If your development does require planning approval, you must obtain the planning approval before lodging an application for a building permit with the Shire. Site plans, elevations and floor plans are required for a planning application, however more detailed construction drawings are required for the separate building permit application process.

### **2. WHEN PLANNING APPROVAL IS REQUIRED**

It is important to note that planning approval may be required not only for new construction but also for a change in land use or establishing a new land use on a property.

Examples of when a planning application is required include but are not limited to:

- Any development in a Rural Residential zone, including a single house;
- A single house, extension or outbuilding on a residential lot that entails a variation to the Residential Design Codes;
- An ancillary dwelling;
- A second dwelling on a Rural zoned lot;
- Alterations or additions to a public building, commercial or industrial building;
- Any works that have potential to change the external appearance of a public building, commercial or industrial building;
- Any works for a building that is identified on a local or state heritage list;
- A change of land use (eg office to shop);
- A home business, home occupation or family day care.
- Commercial uses, Industrial uses and Rural businesses.
- Intensive Agriculture such as grape growing.

To find out if planning approval is required for your proposal, please send an email including details of the proposed development or land use to: [admin@narembreen.wa.gov.au](mailto:admin@narembreen.wa.gov.au)

### 3. PLANNING APPLICATION TIMEFRAMES

The Shire has 60 calendar days in which to make a determination on an application for planning approval. For applications that require formal advertising or the application is needed to be referred to a statutory, public or planning authority, the Shire has 90 calendar days to determine an application.

If a decision on a development application cannot be made within the relevant statutory time frame, a 'Deemed to be Refused' decision can be issued by the Shire. The relevant statutory time frame can however be extended if the applicant and the Shire agree to this in writing.

All applications are referred to the Shire of Narembeen Council for determination. If an application has to be advertised, then all advertising is usually conducted prior to any report being referred to Council, so that Council can consider any submissions that have been lodged.

The Shire aims to process all applications as quickly as possible. You can assist by making sure your application is as comprehensive as possible.

### 4. APPLICATION REQUIREMENTS

<b>A. APPLICATION FORMS TO BE SIGNED BY OWNER(S)</b>	<b>Please Tick.</b>
<p>A planning application form is included as Attachment 1 to this information sheet.</p> <p>The application form must be signed by the owner of the land or the application is not valid. All registered proprietors on the Certificate/s of title/s are required to sign the application form. The Shire cannot process an application without the owners consent.</p> <p>Company ownerships must be signed by:</p> <ul style="list-style-type: none"> <li>- 1 director of the company, accompanied by the company seal, or</li> <li>- 2 directors of the company, or</li> <li>- 1 director and 1 secretary of the company, or</li> <li>- 1 director if a sole proprietorship company.</li> </ul> <p>Print or type full names and positions of company signatories underneath the signatures, ie</p> <p style="text-align: center;">John F. Smith - Director Smith Pty. Ltd (A.C.N. xxxxxxxxxx)</p>	<p style="text-align: center;"><input type="checkbox"/> Form Completed</p>
<b>B. PAYMENT OF PLANNING APPLICATION FEES (REFER ATTACHMENT 2 FOR SCHEDULE OF FEES)</b>	<b>Please Tick.</b>
<p>Planning Application fees are charged in accordance with the <i>Planning and Development Regulations 2009</i>. The current fee schedule is included as Attachment 2.</p>	<p style="text-align: center;"><input type="checkbox"/> Fee paid</p>
<b>C. SITE PLANS (3 COPIES)</b>	<b>Tick boxes</b>
<ul style="list-style-type: none"> <li>• Two Site Plans to an appropriate scale (1:200) showing:             <ul style="list-style-type: none"> <li>- The street names, lot numbers, north point and dimensions of the lot.....<input type="checkbox"/></li> <li>- Location and size of new buildings &amp; existing buildings to be retained (or removed) .....<input type="checkbox"/></li> <li>- Clear dimensioned setbacks between the development and lot boundaries .....<input type="checkbox"/></li> <li>- The use of existing and proposed buildings to be indicated on the plan.....<input type="checkbox"/></li> <li>- The existing and proposed ground levels (detailed contours, if fill proposed).....<input type="checkbox"/></li> <li>- The finished floor levels.....<input type="checkbox"/></li> <li>- Location &amp; height of existing or proposed retaining walls.....<input type="checkbox"/></li> </ul> </li> </ul>	

- Existing and proposed crossovers (& materials).....
- Existing and proposed parking, driveways, turning & manoeuvring areas.....
- Existing and proposed bin storage areas.....
- Location of any street trees or other fixtures (power poles, major drains, dams, bores).....
- The location of all existing easements or relevant major services (eg Telstra line).....
- Location of any existing or proposed onsite effluent disposal system.....
- For any commercial, industrial or public buildings the following is also required:
  - Existing and proposed loading / unloading areas.....
  - Indication of truck movements.....
  - Areas and use of any external areas (eg parking, delivery areas, external storage, bins) .....
  - Details of any existing or proposed fencing (their height and material).....
  - Existing and proposed landscaping areas.....

**D. FLOOR PLANS (3 COPIES)**

- Floor plans to an appropriate scale (1:100) indicating the size and use of each room / area .....   
(eg. Office, staff room, warehouse/ storage, shop, showroom/ display of goods).  
For residential development, rooms may include bedrooms, study, kitchen, bathroom, laundry etc.
- Floor plans to clearly show any mezzanine or upper storey areas and their use. ....

**4. ELEVATION PLANS (3 COPIES)**

- Elevations to an appropriate scale (1: 100) which show;
  - The view from each property boundary.....
  - The existing and proposed ground levels (if changes proposed).....
  - The finished floor levels (if exceeding 500mm and abuts residential.....
  - All external materials / finishes for walls and roof (eg brick, tile, Colourbond, timber) .....
  - All external windows, doors, decks, verandas etc.....
  - Colours (if known) in text or attach a schedule of colours.....

**4. WRITTEN SUBMISSION**

**Note: A written submission/ letter should be lodged to explain what is proposed.**

A written submission/ letter for any commercial / industrial development/rural business should address:

- A clear description of existing and proposed land uses and processes.....
- Photographs of existing buildings, machinery and the site.....
- A clear description of the proposed business and any products.....
- If the business involves food, the type of food preparation, processing involved and list of end products.....
- Existing and/or proposed hours of operation.....
- Existing and/ or proposed number of employees.....
- Explanation of the traffic / truck movements and numbers.....
- Anticipated truck movements/ numbers (if relevant).....
- Types of goods to be stored, manufactured, assembled or sold from the site .....
- Explanation and photos of the types of machinery used on site.....
- Advice on any waste products and their disposal.....
- Any other information that the applicant considers relevant.....

**5. BUSHFIRE INFORMATION**

- Is the lot identified as Bushfire Prone on the DFES website (www.dfes.wa.gov.au) Y / N
- If yes, a Bushfire Attack level (BAL) assessment may need to be lodged with any planning application. Please check with the Shire before lodging your application.
- A Bushfire Management Plan may be required for a new house, any sensitive landuses (such as tourist accommodation, place of public worship, nursing homes, childcare centres) or high risk landuses (such as bulk fuel storage, heavy industries, fuel depot, service station).

**Note: The Shire has the ability to require additional information considered necessary for assessment of an application. For example, if a person proposes a large shed on a residential property Council may request information on what the shed is proposed to be used for.**

**For commercial / industrial developments Council may request information such as a truck movement plan, traffic reports, servicing report, acoustic / noise report, fire management plan, copies of existing DER licences or any other relevant information considered necessary for assessment of the application.**

**Name of applicant / person who completed checklist** .....

.....  
**Contact Email Address**.....

**Contact Phone Number**.....

# **ATTACHMENT 1**

## **APPLICATION FORM**

**(TO BE SIGNED BY THE REGISTERED PROPRIETOR OF THE LAND  
AS DESIGNATED ON THE CERTIFICATE OF TITLE)**

## Application for Planning Approval

Clause 62(1)(a) – Planning and Development (Local Planning Schemes) Regulations 2015

<b>Owner details</b>		
Name:		
ABN (if applicable):		
Address: .....		
.....		Postcode:
Phone:	Fax:	Email:
Work: .....	.....	.....
Home: .....		
Mobile: .....		
Contact Person for correspondence:		
Owners Signature: ..... (Position, if signing for a company) .....	Date:	
Owners Signature: ..... (Position, if signing for a company) .....	Date:	
<i>The signature(s) of the owner(s) is required on all applications. This application will not proceed without that signature. 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>		

<b>Applicant details (if different from owner)</b>		
Name:		
ABN (if applicable):		
Address: .....		
.....		Postcode:
Phone:	Fax:	Email:
Work: .....	.....	.....
Home: .....		
Mobile: .....		
Contact Person for correspondence:		
Applicant Signature:	Date:	

Property details		
Lot No:	House/ Street No:	
Diagram or Plan No: .....	Certificate of title Volume No: .....	Folio No:.....
Title encumbrances (eg easements, restrictive covenants): .....		
Street name:.....Suburb:.....		
Nearest street intersection:		

Proposed development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Landuse <input type="checkbox"/> Works and Landuse
Is there an exemption claimed for part of the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Landuse
Description of proposed works / landuse: ..... ..... ..... .....	
<i>Note: You can attach a letter or any reports to this application form.</i>	
Description of exemption (if relevant):.....	
Nature of any existing buildings / landuse:.....	
Approximate cost of development:.....	
Estimated time of completion:.....	

The applicant authorises the Shire to provide copies of plans for the purpose of advertising  
 Yes

OFFICE USE ONLY

Acceptance Officers initials:

Date Received:

Local Government Reference Number: