PO Box 21
Exmouth WA 6707
Tel: (08) 9949 3000
Fax: (08) 9949 3050

APPLICATION FOR DEVELOPMENT APPROVAL

Administered: Town Planning

Next review: July 2027

PLEASE USE BLOCK LETTERS AND COMPLETE ALL BOXES

PART A - OWNER DETAILS

Name/s:

Director/s (if applicable):

Address: ABN (if applicable)

Phone(s)/ Fax: Contact Person:

Email:

Signature/s: Date:

The signature of the owner(s) is required on all applications. This application will not proceed without that signature(s).

PART B - APPLICANT DETAILS (if different from owner)

Name/s:

Director/s (if applicable):

Postal Address: ABN (if applicable):

Phone (work): (mob./home)

Email: Contact Person:

Signature/s: Date:

PART C - PROPERTY DETAILS

Lot No: House/Street No: Location No:

Diagram or Plan No: Certificate of Title Vol No: Folio:

Title encumbrances (e.g. easements, restrictive covenants):

Street Name:

Please attach a full, current copy of the certificate of title and any listed encumbrances for each lot. If the certificate of title is not provided Council will undertake the title search at the applicant's expense (Landgate's nominated search fee – refer to fee schedule overleaf).

PART D – PROPOSED DEVELOPMENT DETAILS

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** ☐ **Works and Use**

Description of exemption claimed (if relevant): _____

PROPOSED works and /or land use description: _____

☐ - Dwelling/s ☐ - Outbuilding (shed) ☐ - Home Occupation ☐ - Change of Use ☐ -Holiday House or B&B ☐ with a pool/spa

Nature of any EXISTING building and/or land use: _____

Approximate cost of proposed development: _____

Estimated time of completion: _____

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**

PART E – FEES

Holiday House application fee / annual renewal fee	$290 / $250
Home Occupation application fee / annual renewal fee	$222 / $73
Development up to $50,000	$147
Developments over $50,000 but < than $500,000	0.32% of the estimated cost of development
Developments more than $500,000 but not more than $2.5 million	$1,700 + 0.257% for every $1 in excess of $500,000
Developments more than $2.5 million but not more than $5 million	$7,161 + 0.206% for every $1 in excess of $2.5 million
Developments more than $5 million but not more than $21.5 million	$12,633 + 0.123% for every $1 in excess of $5 million
Developments more than $21.5 million	$34,196
Title Search Fee (Landgate fee, excluding encumbrances)	$33.90 per lot

NOTE:

This form should be completed and forwarded to the **Shire of Exmouth, PO Box 21 Exmouth WA 6707** or via e-mail to info@exmouth.wa.gov.au together with copies of plans showing complete details of the development including a site plan showing the relationship of the land to the area generally. In areas where close development exists, or is in the course of construction, plans shall show the siting of buildings and uses on lots immediately adjoining the subject land. The plans should also show "off street" parking spaces if applicable.

OFFICE USE ONLY:

Assessment Number	*A*	***Application Ref***	*DA*	***Receipt Number***	
Acceptance Officer		***Required Fee $***		***Date Received***	*/26*

DISCLAIMER

The following development application checklist has been compiled to ensure that applications lodged are complete and provide all information required. This will assist the Shire of Exmouth to expedite processing of applications.

Please note that the Shire reserves the right to request additional information for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports. For large scale development, applicants are encouraged to arrange an appointment with a planning officer, prior to lodgement.

This publication is intended to provide general information only. Verification with the original local laws, planning schemes and other relevant documents is required for detailed references.

DEVELOPMENT APPLICATION CHECKLIST

This checklist has been introduced to ensure that development applications are complete before they are registered as applications. The reasons for requiring complete applications include:

a) The information is required pursuant to Local Planning Scheme 4 and *the Planning and Development (Local Planning Schemes) Regulations 2015* (i.e. therefore required by law);

b) Assessment cannot be carried out by the planning department until all information is received; and

c) Complete information reduces processing delays arising from an incomplete application.

1. Certificate of Title and Signatory

Note: All applications are required to be signed by the owner of the land or alternatively a letter of authorisation from the owner being submitted with the application. 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).

☐ Ensure the Certificate of Title is current (within 6 months)

☐ If the subject land is owned by a strata company, consent shall be signed by the strata company secretary or by an elected person of the strata company providing proof of authority either by letter of delegated authority, signed by all strata owners or minutes showing delegated authority

☐ If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company and state the full name/s and position/s of the company signatory/ies. Appropriate company signatory/ies include one director and the company seal, two directors, or one director and one secretary.

2. Site Plan to a recognised scale

☐ The location of the property including street names, lot number(s), North point (facing up) and the dimensions of the lot boundary;

☐ Type of all existing and proposed structures with clear indication of the distance from the lot boundaries to the proposed building(s), including all existing structures and vegetation proposed to be removed;

☐ Existing and proposed means of access for pedestrians and vehicles to and from the site, and crossover details;

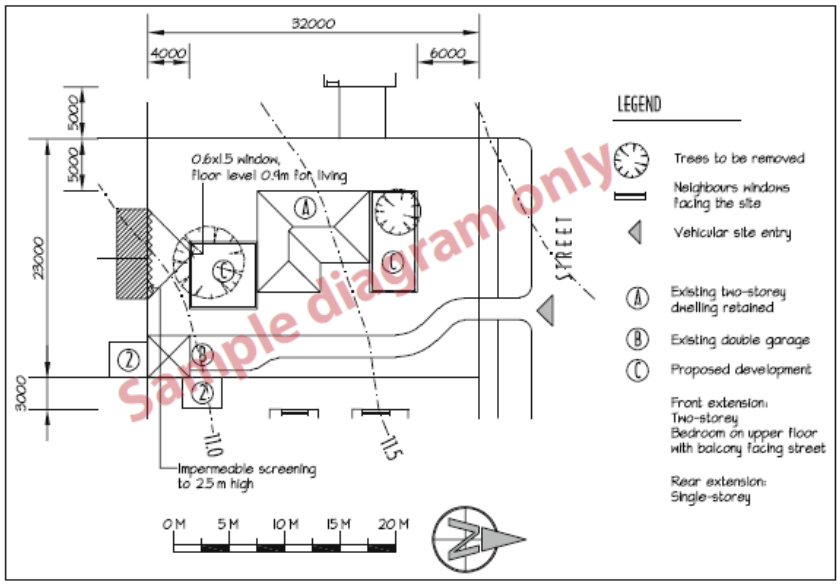
☐ Location, number, dimensions and layout of all car parking spaces intended to be provided;

☐ Storm water disposal and sewer connection details, location of existing septic system and leach drains (length and distance from other buildings etc);

☐ Landscaping details/ plan with legend of species and types;

☐ Site survey as existing AHD levels & finished floor levels (for new development only); and

☐ Location of any infrastructure, i.e. electricity poles etc.



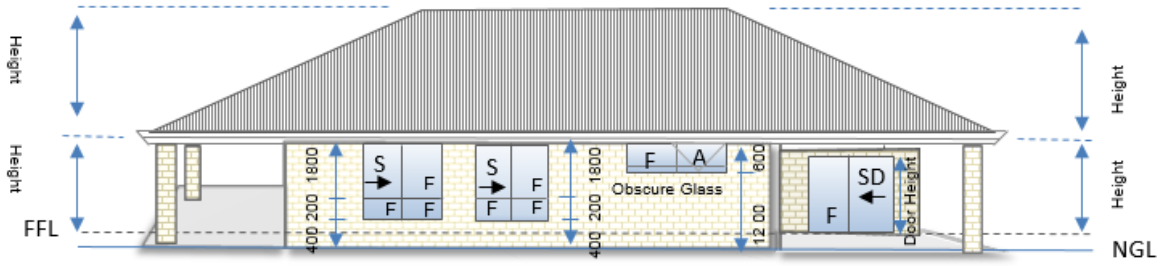
This is an example of a Site Plan (Source: Residential Design Codes of Western Australia)

3. Floor Plans to a recognised scale

- ☐ All dimensions of proposed new buildings and/ or additions;
- ☐ Internal Layout, including room names and sunken areas;
- ☐ Location and dimensions of windows and doors;
- ☐ Ridge, valley, eaves line and downpipe locations; and
- ☐ Land use pursuant to the Local Planning Scheme 4/R-codes.

4. Elevations to a recognised scale and appropriately labeled, e.g. North, South, East and West

- ☐ Front rear and side views of proposed new buildings or existing buildings if additions are proposed;
- ☐ Location and dimensions of windows and doors (including window sill heights from finished floor level and direction of opening e.g.: fixed, sliding, awning);
- ☐ Wall and roof heights;
- ☐ Existing ground level and finished floor levels; and
- ☐ Include details of any proposed cut or fill and retaining walls.



Rear Elevation Example

5. Bushfire Attack Level (BAL) assessment

- ☐ Check the Department of Fire and Emergency Services website to see if the property is located in a Bushfire prone area www.dfes.wa.gov.au. If yes;
- ☐ Contact the Shire of Exmouth to check if a Bushfire Attack Level (BAL) assessment or Bushfire Management Plan is required with your application.

6. Covering Letter

The existing and proposed use of the site and buildings to be erected on the site;
Justification of the nature of proposed development or use;
Type and colours of building materials; and
For proposed business also include hours of operation, number of staff, parking provided and loading areas, noise/odour emissions

Note: Depending on the nature of your application additional information may be requested. You should review the relevant part of the Local Planning Scheme and/or R-Codes

Your plans and co covering letter should show as much information as possible, otherwise delays in processing times may occur. If you need help deciding what information you should provide please contact the Shire of Exmouth via phone 9949 3000 or email info@exmouth.wa.gov.au.

TO BE COMPLETED BY APPLICANT

Name of person submitting the application: _____

Has all information required by this checklist been provided? ☐ Yes ☐ No

Signature of person submitting the application: _____

Note: The information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposed will be approved.