



PO Box 21
Exmouth WA 6707
Tel: (08) 9949 3000
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APPLICATION FOR DEVELOPMENT APPROVAL

Administered: Town Planning

Next review: March 2017

PART A - OWNER DETAILS

OWNER/S

Name ABN (if applicable)

Address Post code

Phone (w) (home) (fax)

Email Contact Person

Signature Date

Signature Date

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

PART B - APPLICANT DETAILS (if different from owner)

Name

Postal Address Postcode

Phone (work) (home) (fax)

Email Contact Person

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

Signature Date

PART C - PROPERTY DETAILS

Lot No. House/Street No. Location No.

Diagram or Plan No Certificate of Title Vol No Folio

Title encumbrances (eg easements, restrictive covenants)

Street Name

**Please attach a full, current copy of title information for each individual parcel of land, forming the subject site. 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	<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?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is the exemption for	<input type="checkbox"/> Works	<input type="checkbox"/> Use	<input type="checkbox"/> Works and Use
Description of exemption claimed (if relevant)			
Proposed works and / or land use (Please tick)			
<input type="checkbox"/> - Single Dwelling	<input type="checkbox"/> - Outbuilding	<input type="checkbox"/> - Change of Use	<input type="checkbox"/> - Commercial Premises
<input type="checkbox"/> - Grouped Dwelling	<input type="checkbox"/> - Industrial Premises	<input type="checkbox"/> - Home Occupation	<input type="checkbox"/> -Holiday Accommodation
<input type="checkbox"/> - R-Codes Variation	<input type="checkbox"/> - Other _____		
Nature of any existing building and/or land use			
Approximate cost of proposed development:			
Estimated time of completion:			

PART E – FEES

Holiday Accommodation / Change of Use	\$295
Home Occupation	\$222 (application fee only - annual permit fee also applies \$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
Title Search Fee (Landgate fee)	\$26.20 per lot

NOTE:
 This form should be completed and forwarded to the **Shire of Exmouth, PO Box 21 Exmouth WA 6707** together with three 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

<p style="text-align: center;"><i>Acceptance Officer's Initials</i></p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;"><i>Council Reference No.</i> PA</p>	<p style="text-align: center;"><i>Receipt Number</i></p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;"><i>Date Received</i></p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center;"><i>Fees*</i></p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
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* Add Title search fee if required

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:

- The Information is required under the Town Planning Scheme (i.e. therefore required by law);
- Assessment cannot be carried out by a planning officer until all information is received;
- Complete information reduces delays arising from an incomplete application.

FORMS

Schedule 7- Application for Planning Approval (with copy of Certificate of Title)

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.

FEES	Please Tick
Paid in accordance with Schedule of Fees (located on rear of planning application)	
SCALED PLANS (THREE COPIES OF ALL OF THE BELOW ARE REQUIRED)	
- Site plan being no less than a scale of 1:500 showing: <ul style="list-style-type: none"> i. Street names, lot number(s), north point and the dimensions of the site; ii. The location and proposed use of the site, including any existing buildings (and the use) to be retained and any proposed buildings to be erected on the site; iii. Proposed contours, finished floor levels, finished ground levels and the location and height of any retaining walls; iv. The existing and proposed means of access (including crossovers) for pedestrians and vehicles to and from the site; v. The location, number, dimensions, and layout of all car parking spaces intended to be provided; vi. Details of fencing; and vii. Any on-site Drainage 	
- Floor plans of any proposed building showing the internal layout and the	
- Floor plans of any proposed building showing the internal layout and the intended use of each room/area.	
- Elevations and sections of any building located on-site.	
- Elevations of the site showing the existing and proposed levels. Levels shall be provided in metres AHD or the plan shall clearly nominate an assumed datum of 10m (e.g. crown of road adjacent to site, mark on kerbing etc.).	
- Any proposed Signage	
COMMERCIAL/ MIXED USE/ INDUSTRIAL DEVELOPMENT	
- The location, number layout and dimensions of existing and proposed car parking bays	
- Existing and proposed loading areas	
- The location of existing & proposed buildings and land uses detailed for each building	
- Proposed bin storage locations	
- Existing & proposed Landscape areas	
- Effluent disposal areas or the nearest sewer connection point	
WRITTEN SUBMISSIONS- COMMERCIAL/ MIXED USE/ INDUSTRIAL	
- Detailed description of the proposed use including any processes that may be carried out on -site	
- Details of any proposed business intended to operate from the property	
- Estimated number of employees, operating hours etc.	
RESIDENTIAL APPLICATIONS	
A site plan showing: <ul style="list-style-type: none"> i. Street names, lot number(s), north point and the dimensions of the site; ii. The location of the proposed development and any existing development, including all the dimensions of the proposal and setbacks from all boundaries; iii. Proposed contours, finished floor levels, finished ground levels and the location and height of any retaining walls; iv. The existing and proposed means of access (including crossovers) for pedestrians and vehicles to and from the site; and v. Details of any fencing. 	
Elevations and sections of any building located on-site	
Elevations of the site showing the existing and proposed levels. Levels shall be provided in metres AHD or the plan shall clearly nominate an assumed datum of 10m (e.g. crown of road adjacent to site, mark on kerbing etc.)	
A written submission detailing any reasons for varying the Residential Design Codes and addressing the relevant performance criteria as per the R-Codes	

TO BE COMPLETED BY APPLICANT

Name of person submitting the application _____

Has all information required by this checklist has been provided? **Y** **N**

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.

TO BE COMPLETED BY SHIRE OF EXMOUTH – ADMINISTRATIVE ONLY

Application checked by: **Front Counter** and/or **Planner**

Has all information required by this checklist been provided? **Y** **N**

Signature of officer processing the lodgement of the application

_____ Date:

DISCLAIMER

This development 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.

Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of the application.

Please note that a full assessment of an application cannot be undertaken at the counter. **An appointment to discuss your proposal is necessary.** Appointments can be made by phoning **99493000**. Queries may also be directed to this number.

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.