



PO Box 21
Exmouth WA 6707
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APPLICATION FOR DEVELOPMENT APPROVAL

Administered: Town Planning

Next review:

PLEASE USE BLOCK LETTERS AND COMPLETE ALL BOXES

PART A - OWNER DETAILS

Name/s

Director/s (if applicable)

ABN (if applicable)

Address

Post code

Phone (work)

(home)

(fax)

Email

Contact Person

Signature/s

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/s

Director/s (if applicable)

ABN (if applicable)

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/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:

- Single Dwelling
- Outbuilding
- Change of Use
- Commercial Premises
- Grouped Dwelling
- Industrial Premises
- Home Occupation
- Holiday Accommodation
 with an existing pool/spa
- R-Codes Variation
- Other _____

Description:

Nature of any existing building and/or land use

Approximate cost of proposed development:

Estimated time of completion:

PART E – FEES

Holiday House / Change of Use	\$295
Annual Renewal of Development Approval for Holiday House	\$150
Determining a development application where the development/ use (Holiday House) has commenced or been carried out	\$885

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

<i>Assessment Number</i>		<i>Receipt Number</i>	
<i>Acceptance Officer's Name</i>		<i>Date Received</i>	
<i>Application Reference No.</i>		<i>Required Fee*</i>	

*Add Title search fee if required

DEVELOPMENT APPLICATION CHECKLIST for HOLIDAY HOUSE/HOLIDAY ACCOMMODATION

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 the Local Planning Scheme 4 (i.e. therefore required by law);
- b) Assessment cannot be carried out by a planning officer until all information is received and
- c) Complete information reduces delays arising from an incomplete application.

1. 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.

2. Site Plan (to a recognised scale)

- The location of the property including street names, lot number(s), north point and the dimensions of the lot boundary;
- Annotate all existing and proposed structures and vegetation if there is any;
- 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;
- and
- Location of the two rubbish bins.

3. Floor Plan (to a recognised scale)

- All dimensions of the dwelling;
- Internal Layout, including room names and sunken areas;
- Annotate ceiling heights.

4. Emergency response plan (based on the floor plan)

- Show fire escape routes, location of a fire extinguisher, fire blanket, emergency lighting, and outside muster point;
- Annotate emergency contacts (000, Police, Ambulance, Fire Brigade).

5. Management Statement / House rules

- information on operation management, rubbish collection, occupier's code of conduct and maintenance, emergency contacts, security and occupant rules.

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.

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.