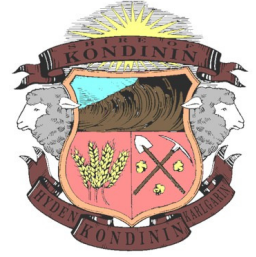


# SHIRE OF KONDININ



## Information Note: General Advice on Planning Applications

### What is a planning application?

A Planning Application is required for any type of development except for those excluded by Clause 8.2 of Town Planning Scheme No. 1. The Town Planning Scheme is a document which guides the way the Shire grows and it assists Council in assessing and making decisions about planning applications.

### Why a planning application is required?

Applications are required so that your plans and information can be assessed and your property inspected to determine whether your proposal is appropriate. Each proposal is assessed to ensure that:

- It complies with the relevant provisions of the Town Planning Scheme;
- Is an appropriate use on the property according to its zoning classification;
- Has no detrimental impact upon the locality;
- Has no adverse impact upon landowners and occupants of adjacent properties in the locality.

### What is development?

Under the Planning and Development Act 2005 "Development" is defined as follows:

**Development** means the development or use of any land, including any demolition, erection, construction, alteration of or addition to any building or structure on the land and the carrying out on the land of any excavation or other works and, in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that —

- a) is likely to change the character of that place or the external appearance of any building; or
- b) would constitute an irreversible alteration of the fabric of any building.

### What requires Planning Approval?

An application for planning approval (using the form attached) is required for one or more of the following-

- (a) a use or commencement of development on a Local Reserve under clause 3.4;
- (b) commencement of a 'P' use which does not comply with all relevant development standards and requirements of the Scheme as referred to in clause 4.3.2;
- (c) commencement of a 'D' use or an 'A' use as referred to in clause 4.3.2;
- (d) commencement of a use not listed in the Zoning Table under clause 4.4.2(b);
- (e) alteration or extension of a non-conforming use under clause 4.9;
- (f) a change of a non-conforming use under clause 4.9;
- (g) continuation of a non-conforming use under clause 4.12;
- (h) variation of a site or development requirement under clause 5.5;
- (i) commencement of development under clause 8.1;
- (j) continuation of development already commenced or carried out under clause 8.4;

- (k) a subsequent planning approval pursuant to an approval under clause 10.8.1; and
- (l) the erection, placement or display of an advertisement,

The form is to be signed by the owner, and accompanied by such plans and other information as is required under the Scheme.

An application for the erection, placement or display of an advertisement is to be accompanied by the additional information set out in the second form attached.

### **Specific types of development that don't require planning approval**

Except as otherwise provided in the Scheme, for the purposes of the Scheme the following development does not require the planning approval of local government —

- (a) the carrying out of any building or work which affects only the interior of a building and which does not materially affect the external appearance of the building except where the building is —
  - (i) located in a place that has been entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*;
  - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
  - (iii) included on the Heritage List under clause 7.1 of the Scheme;
- (b) the erection on a lot of a single house including any extension, ancillary outbuildings and swimming pools, except where —
  - (i) the proposal requires the exercise of a discretion by the local government under the Scheme to vary the provisions of the Residential Design Codes; or
  - (ii) the development will be located in a heritage area designated under the Scheme;
  - (iii) the proposal involves a relocated, transportable or second-hand dwelling;
  - (iv) the development is proposed on a lot which does not have access to a dedicated and/or constructed road; or
  - (v) the development is in a Special Control Area;
- (c) the demolition of any building or structure except where the building or structure is —
  - (i) located in a place that has been entered in the Register of Places under the *Heritage of Western Australia Act 1990*;
  - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*;
  - (iii) included on the Heritage List under clause 7.1 of the Scheme; or
  - (iv) located within a heritage area designated under the Scheme;
- (d) a home office;
- (e) any works which are temporary and in existence for less than 48 hours or such longer time as the local government agrees; and
- (f) any of the exempted classes of advertisements listed in Schedule 5 except in respect of a place included in the Heritage List or in a heritage area.

Note: Development carried out in accordance with a subdivision approval granted by the Commission is exempt under section 20D of the Town Planning Act.

## **What information is required with an application?**

**1. Form 1 – Application Form attached** – signed by the landowner.

### **2. Site, Floor and Elevation Plans**

- (a) a plan or plans to a scale of not less than 1:500 showing —
  - (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 and the location, height and type of all existing structures, and structures and vegetation proposed to be removed;
  - (iii) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;
  - (iv) the existing and proposed means of access 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) 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;
  - (vii) 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 same; and
  - (viii) the nature and extent of any open space and landscaping proposed for the site;
- (b) plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain;
- (c) any specialist studies that local government may require the applicant to undertake in support of the application such as traffic, heritage, environmental, engineering or urban design studies; and
- (d) any other plan or information that the local government may require to enable the application to be determined.

### **Additional material for heritage matters**

Where an application relates to a place entered on the Heritage List or within a heritage area, the local government may require an applicant to provide one or more of the following to assist the local government in its determination of the application —

- (a) street elevations drawn to a scale not smaller than 1:100 showing the proposed development and the whole of the existing development on each lot immediately adjoining the land the subject of the application, and drawn as one continuous elevation;
- (b) a detailed schedule of all finishes, including materials and colours of the proposed development and, unless the local government exempts the applicant from the requirement or any part of it, the finishes of the existing developments on the subject lot and on each lot immediately adjoining the subject lot.

Note: If the above information is not received, there will be significant delays in assessing the application.

The information contained here is a guide only. It is recommended that the advice and assistance from the Shire of Kondinin be sought in conjunction with any enquiries concerning the use of land within the Shire. Prior to undertaking any development, please discuss your intentions with Council. If you need to make an application your time and money can be saved if you are thoroughly prepared.

## Shire of Kondinin - Form of Application for Planning Approval (Form No.1)

Owner details		
Name:		
Address:		
		Postcode:
Phone: (work): (home): (mobile):	Fax:	E-mail:
Contact person:		
Signature:		Date:
Signature:		Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i>		

Applicant details		
Name:		
Address:		
		Postcode:
Phone: (work): (home): (mobile):	Fax:	E-mail:
Contact person for correspondence:		
Signature:		Date:

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

Existing building/land use:
Description of proposed development and/or use:
Nature of any existing buildings and/or use:
Approximate cost of proposed development:
Estimated time of completion:

<i>OFFICE USE ONLY</i>	
Acceptance Officer's initials:	Date received:
Local government reference no:	

**This application form must be accompanied by the appropriate fee.  
This is not a building application for which a separate application is necessary.**

### Development Application Checklist (to be submitted with planning application form)

	Information/Documentation Required	Applicant	Shire Office Use Only
1	Completed Application Form (signed by owner) <i>If subject to a change of ownership the purchaser should complete the Form 1 as the owner and attach a copy of the "Offer and Acceptance"</i>	Yes No	Yes No Not Required
2	Application Fee	Yes No	Yes No Not Required
3	Site Plan - 2 copies	Yes No	Yes No Not Required
4	Floor Plan - 2 copies	Yes No	Yes No Not Required
5	Elevation Drawings - 2 copies	Yes No	Yes No Not Required
6	Schedule detailing materials and colours to be used (see form attached)	Yes No	Yes No Not Required
7	Schedule detailing any proposed variations to the local planning scheme, policy requirements or Residential Planning Code Requirements	Yes No	Yes No Not Required
8	Additional Information: <i>Commercial Development details</i>	Yes No	Yes No Not Required
	<i>Commercial Vehicle Details</i>	Yes No	Yes No Not Required
	<i>Home Occupation/Home Business details</i>	Yes No	Yes No Not Required

The provision of all of the required information will assist the Shire in minimising the time taken to determine applications. The Shire also reserves the right to request additional information to assist in determining the proposal should the need arise.

### Schedule of Materials and Finishes (to be submitted with all applications for new buildings or additions to existing buildings)

Building		Materials	Colour
House	Walls		
	Roof		
	Gutters		
	Windows		
	Other (detail)		
Shed	Walls		
	Roof		
	Gutters		
	Windows		
	Other (detail)		
Driveway			
Paths/Paving			
Water Tanks			
Other (detail)			

**Notes:**

1. Colour – state product name and shade (i.e. Colorbond "Eucalyptus").
2. In "Other" for sheds and houses detail any additional trims such as verandah posts, fascias etc.)

## Additional information for advertisements

*Note: to be completed in addition to the Application for Planning Approval form*

1.	Description of property upon which advertisement is to be displayed including full details of its proposed position within that property: ..... .....
2.	Details of proposed sign: (a) Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other): .....
(b)	Height: ..... Width: ..... Depth: .....
(c)	Colours to be used:
(d)	Height above ground level — <ul style="list-style-type: none"><li>• (to top of advertisement): .....</li><li>• (to underside): .....</li></ul>
(e)	Materials to be used: ..... .....  Illuminated: Yes / No If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source: .....
3.	Period of time for which advertisement is required: .....
4.	Details of signs (if any) to be removed if this application is approved: ..... ..... .....  Note: This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 4 above.  Signature of advertiser(s): ..... (if different from land owners) .....
	Date: .....