



## APPLICATION FOR DEVELOPMENT APPROVAL GUIDE

This Development Application Guide has been provided to help you submit a complete and correct application to enable the Shire's Planning Officer to properly assess your development proposal and arrive at a fair determination.

The attached checklist lists all the information that must or may be included in your application, depending on the nature and extent of the proposed development. Some of the information must be included in the application as a legal requirement. Assessment will only commence once ALL information is received.

Failure to submit all the required information for the proposed development type may result in a delay in assessment of your application, or refusal of the application. The Shire may waive some of the requirements set out in the checklist if they are deemed irrelevant to the specific proposal, or the Shire may require additional information not listed in the checklist in order to properly assess your application.

This Guide is intended to provide general information only and verification with the original relevant legislation, policies or other documentation is required for detailed references.

The development application must consist of the following (unless otherwise agreed):

- A completed **Development Application Form**.
- A **Covering Letter** addressed to the Chief Executive Officer detailing the development proposal and addressing any important issues.
- A completed **Development Application Checklist**.
- A full **site plan, floor plan** and **elevation** drawings (or photos where required) of all aspects (views) of the proposal.
- Payment of the relevant **Development Application Fees**, as set out in the fees and charges.

The information provided is a guide only and any queries regarding specific sites or development should be directed to Adrian Nicoll – Urban and Regional Planner on 0408 777 0101 or email [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au).

## **Processing of Your Development Application**

When a development application is submitted, the Planning Officer will initially check to see if all appropriate information and fees have been provided by the applicant. If not, the applicant will be contacted within 14 days (in most cases) to address any outstanding matters prior to further processing of the application.

### Consultation

It is important that the Planning Officer receives all necessary information to make an informed decision on the development application and relevant regulatory provisions, plus complexity and location of the application, the Planning Officer or Chief Executive Officer will determine whether comments should be sought from:

- adjoining and nearby landowners
- the broader community and other stakeholders
- relevant State Government or other agencies

For minor applications, unlikely to have a detrimental impact on the wider locality, the Shire typically writes to and invites comments on the proposal from landowners in the immediate vicinity of the application site. This is done as a courtesy and assessment tool to ensure that no adverse impact or conflict may arise as a result of any development approval being granted.

For more complex or possibly contentious applications, including those with the potential to have a pronounced impact upon the immediate locality or broader community, an application may be advertised in a local newspaper, on the Shire of Boyup Brook website, a sign erected onsite and/or correspondence forwarded to nearby landowners. Additionally, certain types of applications may also be referred to relevant State Government or other agencies for comment.

Consultation for most development applications will be for a period of 21 days in which any landowner/resident or other party may provide a written comment to the Shire regarding the application. More complex applications or those requiring input from State Government agencies, are typically referred for at least 28 days. A seven-day extension to the consultation period is generally applied during holiday periods (i.e. Christmas or Easter).

### Determination

Following the close of any required notification period the Planning Officer will establish whether the application can be determined by under delegated authority or whether the application must be presented to Council for determination.

Most applications however can be determined 'in-house' under delegated authority by the Planning Officer (or Chief Executive Officer if necessary), where consistent with the relevant local planning scheme, planning policies, other regulations and where no objections have been received through the consultation process.

If a bona fide objection is received in writing on an application, or the application cannot be determined under delegated authority for any other reason such as complexity of the application or variation(s) being sought, the application must then be presented to Council for determination. Council meetings are held on the last Thursday of each month (except for December) therefore extending the time for determination.

## **DEVELOPMENT APPLICATION CHECKLIST**

*All sections to be ticked ✓ where relevant or crossed X where not applicable*

### **Development Application Form**

- All required sections completed
- Signature of Applicant
- Signature(s) of each Owner/Registered Proprietor(s) of subject land

### **Covering Letter** (may be waived for compliant or minor proposals)

- Addressed to the Chief Executive Officer
- Thoroughly, accurately and truthfully outlines details of the proposal
- If applicable, justification why the proposal does not comply with requirements of the Residential Design Codes (see Part 3 of the R-Codes), relevant Town Planning Scheme or Shire Policy

### **Development Application Checklist** (this form)

- All required section completed
- Signature of Applicant

### **Site Plan x 2 (A4 or A3 only)**

- For Residential zoned development see application information matrix in Part 3 of R-Codes
- Scale not less than 1:100 or 1:200 (Residential, Commercial, Industrial), 1:1000 (Rural)
- Full Address: Lot No, Street No. (urban or rural), Street Name and Suburb/Locality
- North Point and Scale Bar
- Natural features (e.g., streams, lakes, rock outcrops)
- Setbacks of all structures from lot boundaries or building envelope
- Stream or Landscape Protection Area
- Full site area and all lot boundaries
- Dimensions of all boundaries (Rural and Special Rural zones exempt)
- Site area by survey
- Location of any easements and services (i.e. power lines, water lines, service lines)
- Vehicle entrance and exit points
- Vehicle access ways and parking bays, all pedestrian areas
- Location and description of open space areas, landscaped areas, types of screening or fencing
- Proximity of adjoining buildings and their uses
- Existing and proposed buildings and structures
- Structures and vegetation proposed to be removed
- Height Contours and Spot Levels
- Finished Ground Levels and Finished Floor Levels
- Height of Cut and Fill and Location of Embankments
- Onsite effluent disposal system

### **Floor Plan x 2 (A4 or A3 only)**

- For Residential zoned development see application information matrix in Part 3 of R-Codes
- Scale not less than 1:100
- Finished Floor Levels
- Proposed and existing buildings
- All windows, doors and other entryways
- Use of buildings clearly indicated

**Elevations x 2 (A4 or A3 only)**

- For Residential zoned development see application information matrix in Part 3 of R-Codes
- Scale not less than 1:100
- All elevations (views)
- Proposed buildings and signage
- Windows, doors and other entryways
- Materials, colours and finishes of exterior construction
- Natural and Finished Ground Levels (cross section)
- Wall and Roof Heights (above natural and finished ground levels)
- Dimensions of Patios, Verandahs and Balconies, etc.

**Heritage Issues**

- Desktop assessment of Aboriginal Heritage Issues (any findings)
- Desktop assessment of Post-Settlement Heritage Issues (any findings)

**Bushfire Issues**

- Desktop assessment of property located within bushfire prone area
- Desktop assessment of development site located within bushfire prone area
- Bushfire Attack Level (BAL) Assessment (including BAL Basic)
- Bushfire Management Plan/Statement

**Development Application Fees**

- Refer to Town Planning section of the Shire's Schedule of Fees and Charges

By signing the development application form and the development application checklist, the applicant acknowledges, without prejudice, the accuracy and content of the forms, plans and supporting information submitted with or subsequent to lodgement of the development application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Email copies of applications may be accepted initially however an original copy bearing all signatures is required, unless otherwise agreed.**

**Incomplete applications may be returned or suspended pending receipt of all required information. Additional information not stipulated above may also be required.**

**The information is required as part of the assessment process for an application and compliance with the checklist does not necessarily mean that a proposal will be supported.**