



Development Application Procedure and Requirements

All development, including a change in the use of land, requires the prior approval of Council. A Development Application is required for:

- Single houses in Town Centre, Rural Townsite and Farming Zones;
- Industrial and commercial buildings;
- Sheds and other outbuildings in all zones;
- Modifying the natural landform such as by earthworks, dams and drainage works;
- Changes made to an existing use of land and/or buildings, which may not include any construction, such as a panel beater proposing to occupy an existing building;
- Development on sites listed in Council Municipal Inventory, including demolition and renovations; and
- Use of rural land for intensive agriculture, such as irrigated plantations and pasture, feedlots, piggeries and aquaculture.

Development approval is not required for the following, although a Building Licence may be required (consult with Council's Building Surveyor):

- Single dwellings in Residential and Rural Residential zones that comply with all Town Planning Scheme No. 2 and Residential Design Codes 2008 requirements
- Carrying out of internal works on any buildings that do not alter the external appearance of the building.
- Patios, carports and verandas proposed to be attached to a dwelling that complies with the Town Planning Scheme No. 2 requirements.

APPLICATION

In order to accurately process a development application, the following information and details must be provided:

- A completed Application for Planning Consent, signed by the owner(s) of the land (all owners must sign);
- A non-redeemable fee to partially cover investigation, inspection and processing costs – contact the Shire for details.
- Three (3) copies of a **scaled** site plan of a scale not less than 1:500 showing (where applicable):
 - ❖ Street names, lot number(s), north point, boundaries and dimensions of the site;
 - ❖ The location, **including setback distances from boundaries** and existing buildings and the use of the buildings proposed to be erected on the site;
 - ❖ The location and proposed use of any existing buildings to be retained;
 - ❖ The existing and proposed means of access for pedestrians and vehicles to and from the site;



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- ❖ The location, number, dimensions and layout of all car parking spaces intended to be provided;
 - ❖ 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 these areas; and
 - ❖ The location, dimensions and design of any landscaped, open storage or trade display area and particulars of the manner in which it is proposed to develop the same.
- Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain.
 - Any other plan or information that the Council may reasonably require to enable the application to be determined.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL INFORMATION RECEIVED AND THE APPROPRIATE PLANNING FEE PAID.

Applications must be lodged with Council normally by the first Monday of each month so that Council can determine the application at its Ordinary Meeting held on the fourth Tuesday of each month. Applications, particularly late applications may be held until the following month's meeting.

REFERRAL AND CONSIDERATION

When an application is lodged, Council's Shire Planner will assess the information provided by the applicant and decide whether it requires public notification (advertising), for which a 21-day period is given for submissions to be received.

Most applications will be determined at an Ordinary meeting of council (fourth Tuesday of each month). Council, in considering an application, has due regard to the following:

- Compliance with the relevant provisions of the Town Planning Scheme including any relevant proposed scheme amendments or new town planning schemes;
- Any planning policy, strategy or plan adopted by council;
- Any relevant Statement of Planning Policy, other policy, plan or strategy of the Western Australian Planning commission;
- Preservation of the amenity of the locality;
- Any relevant submissions received on the application;
- Requirements of orderly and proper planning;
- Preservation of any object or place of heritage significance; and
- Any other planning considerations that are considered relevant.