



Shire of Donnybrook-Balingup
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PLANNING / DEVELOPMENT APPLICATION FORM

Please ensure all forms are completed correctly and the relevant information is enclosed.

Office Use Only

Comments:

THIS PACKAGE INCLUDES:

Application for Planning Consent & Schedule of Fees
Information Checklist for Planning Application

Package Updated September 2013



SHIRE OF DONNYBROOK-BALINGUP

APPLICATION FOR PLANNING CONSENT

Town Planning Scheme No.4 Schedule No.5

Owner details		
Full Name(s):		
Postal Address:		Postcode:
Phone:	Fax:	E-mail:
Mobile:		
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(s):		
Postal Address:		Postcode:
Phone:	Fax:	E-mail:
Mobile:		
Contact person for correspondence:		
Signature:		Date:

Property details		
Street / House No:	Lot No:	Location No:
Street Name:		Locality:
Nearest street intersection:		
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):		

Building / land use
Description of existing development and/or use:
Description of proposed development and/or use:
Nature of any existing buildings and/or use:
Approximate cost of proposed development (excluding GST):
Estimated time of completion:

OFFICE USE ONLY

Acceptance Officer's initials:	Date received:.....
Local government reference no:	

Information to be Submitted

The following information is to be submitted with an Application for Planning Consent:

1. A COMPLETED Application Form (*note – form must be signed by owner and Applicant). Where the property is a strata lot, the owners of the strata or the Body Corporate must also sign the form.
2. Payment of Planning Fees.
3. Copy of Certificate of Title.
4. TWO (2) copies of the following TO SCALE plans:
 - o Site Plan at no greater than 1:500 scale showing distances to boundaries, existing structures and features, proposed landscaping, existing and proposed ground levels and location of all proposed works, such as fences, yards and car parking.
 - o Floor plans at 1:100 scale including finished floor level of buildings;
 - o Elevations at 1:100 scale showing wall and roof heights, types and colours of materials and natural ground level.
 - o Any other plans required by Council to enable full consideration of the application.
5. Any other information required to support the application, such as a letter outlining the proposal.

Applications will NOT be accepted for consideration until all required information is received, the application form is completed and signed and the required fee has been paid. Failure to lodge a complete application will delay a decision.

Fees Payable for Planning Applications

The following fees relate to Planning Applications lodged with the Shire of Donnybrook-Balingup. These fees are administered in accordance with Council's Annual Schedule of Fees and Charges, a full copy of which is available on request. Note: GST is not payable on Planning Consent fees. For any fees not listed, please contact the Shire on 9780 4200.

Estimated cost of development (Exc. GST)	Fee	Non-Development Applications	Fee
Not more than \$50,000	\$147	Change of Use	\$295
\$50,001 - \$500,000	0.32% of the estimated cost.	Home Occupation	\$222 (Initial Fee)
\$500,001 - \$2.5 million	\$1,700 + 0.257% for every \$1 over \$500,000		\$73 (Annual Renewal)
\$2.5 - \$5 million	\$7,161 + 0.206% for every \$1 over \$2.5 million	Extractive Industry	\$1,108 (Initial Fee, inclusive of planning application fee)
\$5 - \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million		\$800 (Annual Renewal)
More than \$21.5 million	\$34,196	<u>Information Requests</u>	
Advertising Fee	\$110 + GST (minimum) – any additional costs shall be invoiced to the applicant	Research	\$73 per hour + GST
		Zoning Certificate	\$73 + GST
		Planning Advice	\$73 + GST
		Property Settlement	\$73 + GST
		Questionnaire	

Shire of Donnybrook/Balingup
DEVELOPMENT APPLICATION CHECKLIST

This checklist has been introduced to make sure 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

Please Tick

Application for Planning Consent

The Application Form has been signed by the owner/s of the land

Copy of Certificate of Title (not older than 3 months)

PLEASE NOTE THAT FAXED COPIES WILL NOT BE ACCEPTED AS THE ORIGINAL SIGNATURE IS REQUIRED.

FEES

Please Tick

Fee Paid (Please refer to Schedule of Planning Fees)

PLANS

Please Tick

Two plans to a scale of not less than 1:500 showing:

Street names, lot number(s), north point and the dimensions of the site

The location and proposed use of any existing buildings to be retained and the location and use of building proposed to be erected on the site

The existing and proposed means of access for pedestrians and vehicles to and from the site

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 those areas

The location, dimensions and design of any landscaped, open storage or trade display areas and particulars of the manner in which it is proposed to develop the same

The type of external materials and colours

Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain.

Incomplete applications will be suspended until receipt of all required information.

Additional information may be required.

TO BE COMPLETED BY APPLICANT

Name of person submitting the application

Has all information required by this checklist been provided?

Y

N

Signature of person submitting 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 proposal will be approved.

TO BE COMPLETED BY SHIRE OF DONNYBROOK/BALINGUP – ADMINISTRATIVE ONLY

Has all information required by this checklist been provided?

Y

N

Signature of officer processing lodgement of application

Date: _____

DISCLAIMER

- Please note that the Shire of Donnybrook-Balingup reserves the right to request additional information for specific applications such as truck movement plans, traffic reports and acoustic reports. For larger applications, 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. **An appointment to discuss your proposal is necessary.** Appointments can be made by phoning **9780 4207**. 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.