Shire of
Bridgetown-Greenbushes
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# PLANNING APPLICATION GUIDE

This guide has been provided to help you submit a complete and correct application for planning approval to enable the Shire's Planning Department to properly assess your proposal and arrive at a fair determination. It applies to all development within the Shire requiring planning approval under the relevant clauses set out in Town Planning Scheme No. 3 (TPS3) and Town Planning Scheme No. 4 (TPS4).

The attached checklist lists all the information that must or may be included in your planning 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 or 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 planning application must consist of the following (unless otherwise agreed):

- A completed **Planning Application Form**.
- A **Covering Letter** addressed to the Chief Executive Officer detailing the development proposal and addressing any important issues.
- A completed **Planning Application Checklist**.
- Three copies of a full **site plan**, **floor plan** and **elevation** drawings of all aspects (views) of the proposal.
- Payment of the relevant **Planning Application Fees**, as set out in the Shire's Schedule of Fees and Charges.

The information provided is a guide only and any queries regarding specific sites or development should be directed to the Shire's Planning Department on (08) 9761 1555 or btnshire@bridgetown.wa.gov.au.

**Processing of Your Planning Application**

When applications for planning approval are submitted, the Shire's Planning Department initially checks to see if 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.

Notification

It is important that the Planning Department receives all necessary information to make an informed decision on the planning application. Subject to the Shire of Bridgetown-Greenbushes Community Consultation Policy (M.21) and relevant regulatory provisions, plus complexity and location of the application, the Planning Department 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 a planning application 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 planning approval being approved.

For more complex or possible contentious applications, including those with the potential to have a pronounced impact upon the immediate locality or broader community, the application may be advertised in a local newspaper or on the Shire of Bridgetown-Greenbushes 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.

Notification for most planning application is for a period of 21 days in which any landowner/resident or other party may provided a written comment on the application to the Shire. More complex applications or those requiring input from State Government agencies, are typically referred for at least 28 days.

Determination

Following the close of the notification period (if required) the Manager Planning will determine whether the application can be determined under delegated authority (ie. in house) or whether the application must be presented to Council for determination.

Most application can be determined under delegated authority by the Manager Planning 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 notification process.

If a bona fide objection is received in writing on the application, or the application can not be determined under delegated authority for any other reason such as complexity of the application or variation(s) being sought, the application is then presented to Council for determination.

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# PLANNING APPLICATION FORM

| APPLICANT DETAILS | | |
|---|---|---|
| Name(s): | | |
| Postal Address: | | State/Post Code: |
| Home Phone: | Work Phone: | Mobile Phone: |
| E-mail Address: | | Fax: |
| Applicant's Signature: | | Date: |

| OWNER DETAILS | | |
|---|---|---|
| Name(s): | | |
| Postal Address: | | State/Post Code: |
| Home Phone: | Work Phone: | Mobile Phone: |
| E-mail Address: | | Fax: |
| Owner's Signature of Consent: | | Date: |
| Owner's Signature of Consent: | | Date: |

| PROPERTY DETAILS | | |
|---|---|---|
| Lot No: | Street/Rural Street No: | Location No(s): |
| Diagram / Plan No: | Certificate of Title Vol: | Folio: |
| Title Encumbrances (e.g. easements, restrictive covenants): | | Total Land Area ($m^2$): |
| Street Name: | Suburb/Locality: | |
| Nearest Street Intersection: | Existing Building/Land-use: | |

| **PROPOSED DEVELOPMENT/LAND USE:** | | | |
|---|---|---|---|
| Description of all proposed development and/or land use:<br><br>Nature of any existing buildings and/or use: | | | |
| Approximate cost proposed development: | Estimated time of completion: | | |
| Services known to be available: | Y | N | Development Already Commenced/Completed? |
| Electricity | | | |
| Scheme water | | | Y ☐ N ☐ |
| Deep sewer | | | |
| Stormwater drainage | | | |
| Sealed road access | | | |

OFFICE USE ONLY: Date received:_____ Shire Reference:_____

Checked (Officer's Initials):_____ Fee received:_____ Plans Attached: Y ☐ N ☐

- All registered proprietors must sign the application form. If signing on behalf of a Company authority must be signed by: one director of the company accompanied by the company seal; or two directors of the company; or one director and one secretary of the company, or one director if a sole proprietorship company.
- Applications made by either private owners or companies that have recently changed names must provide supporting documentation showing the change of name.
- Applications made by prospective purchasers under contract of sale must be accompanied by a letter of consent from the current owners of the property giving the purchaser authority to make the application; or a copy of the Landgate transfer lodgement approval to make the application; or contract(s) of sale or offers and acceptances expressly including a provision of consent by the Vendor to the application proposed.
- The executor(s) of a deceased estate must provide evidence of grant of probate.
- Applicants signing on behalf of owners must produce a letter of authority signed by the registered proprietor(s), in the case of individuals or in the case of a company executed in the same manner as demonstrated above.
- Applications made by a State government agency must be signed by an 'authorised officer,' clearly stating their name and position held.
- An 'authorised officer' of Landgate must sign applications made on Crown Land.
- Where the Crown Land has been vested in a local/government authority, an 'authorised officer' of that local authority can sign the application form, stating his/her full name and position held.

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# PLANNING APPLICATION CHECKLIST

All sections to be ticked √ where relevant, or crossed **X** where not relevant

☐ **Planning Application Form**
- ❑ All required sections completed
- ❑ Signature(s) of Applicant(s)
- ❑ Signature(s) of each Owner/Registered Proprietor of subject land

☐ **Covering Letter** (if applicable)
- ❑ Addressed to the Chief Executive Officer (maybe waived for compliant minor proposals)
- ❑ Thoroughly, accurately and truthfully outlines details of the proposal
- ❑ If applicable, justification why the proposal does not comply with provisions of the Residential Design Codes (see Clause 3.6 of the R-Codes), relevant Town Planning Scheme or Shire Policy

☐ **Planning Application Checklist** (this form)
- ❑ All required sections completed
- ❑ Signature of Applicant

☐ **Site Plan x 3 (A4 or A3 only)**
- ❑ Scale not less than 1:100 or 1:200 (Residential, Commercial, Industrial), 1:1000 (Rural)
- ❑ Full Address: Lot No, House No. (or Rural Street No.), Street and Suburb/Locality
- ❑ Scale Bar (if applicable)
- ❑ North Point
- ❑ Natural features (e.g. streams, lakes, rock outcrops)
- ❑ Building envelope (if applicable)
- ❑ Setbacks of all structures from lot boundaries
- ❑ Stream or Landscape Protection Area (if applicable)
- ❑ 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 (ie. power lines, water lines, service lines, if applicable)
- ❑ 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 (if applicable)
- ❑ Onsite effluent disposal system (if applicable)

☐ **Floor Plan x 3 (A4 or A3 only)**
- ❑ 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 (x3) (A4 or A3 only)**
- ❑ Scale not less than 1:100
- ❑ All elevations (views)
- ❑ Proposed buildings and signage (if applicable)
- ❑ Windows, doors and other entryways
- ❑ Materials, colours and finishes of exterior construction
- ❑ Natural and Finished Ground Levels (Cross section if applicable)
- ❑ Wall and Roof Heights (above Natural Ground Level)
- ❑ Dimensions of Patios, Verandahs and Balconies, etc

☐ **Heritage Issues**
- ❑ Desktop assessment of Aboriginal Heritage Issues (any findings)
- ❑ Desktop assessment of European Heritage Issues (any findings)

☐ **Planning Application Fees**
- ❑ Refer to Schedule of Fees and Charges

Applicant's Signature:_____ Date: _____

**Faxed or email copies of applications will not be accepted as the original signature is required.**

**Incomplete applications will 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 the proposal will be supported.**