



PLANNING APPLICATION PROCESS INFORMATION SHEET

When is a planning application required?

Any person proposing to build any structure on land or use land for a particular purpose should first obtain planning approval to do so. A planning application may be lodged at the same time as submitting a building license application, though the planning consent process has a separate form and fees.

The Planning Application Process

Once a planning application is received, the Shire's Building Surveyor will assess the proposal to determine:

- If further information is required in order to assess the application.
- If the proposal complies with Council's Town Planning Schemes, Policies and/or any other relevant legislation.
- If the proposal must be advertised for public comment.
- Should advice be sought from any other state government agency prior to determining the application.
- Does the application have to be presented to Council for determination or may it be approved under delegated authority.

If an application can be considered under delegated authority, determinations can be made usually within 10 days. Applications that must be presented to Council for consideration or that require advertising will take approximately 6-8 weeks.

If further information is sought, the determination of the proposal is dependent upon the applicant providing these requested details.

Requirements for Planning Applications

The following details must be submitted at the time of making the application:

- a) The Application for Planning Approval Form.
- b) Payment of the planning application fees.
- c) Two (2) copies of the site plan showing the layout of the existing and proposed structures and their surrounds. This plan should include details on natural ground and finished floor levels, pedestrian and vehicular access arrangements, car parking, landscaping, loading bays, bin storage areas etc. These plans should be to scale and show the dimensions of all features on the site.
- d) Two (2) copies of the plans, elevations and sections of the building proposed to be erected or altered and of any building it is intended to retain on the land.
- e) Any specialist studies that Council may require the applicant to undertake in support of the application such as traffic, heritage, environmental, engineering or urban design studies.
- f) Any other plan or supporting information that the Shire may require to enable the application to be determined.

All plans submitted shall be no larger than A3. In the case of complex developments, larger plans may be appropriate and the applicant shall submit three (3) copies of the plan in this circumstance.