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## PLANNING APPLICATION PROCESS INFORMATION SHEET

### When is a Planning Application required?

A person must not commence or carry out any works on, or use, land in the Scheme area unless –

- (a) The person has obtained the development approval of the local government under Part 8; or
- (b) The development is of a type referred to in clause 61(Planning and Development (Local Planning Schemes) Regulations 2015

Any person proposing to build any structure on land or use land for a particular purpose should first obtain planning approval to do so.

### The Planning Application Process

Once a Planning Application is received, the Shire 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 further information is sought, the determination of the proposal is dependent upon the applicant providing these requested details.

### Determination of Applications

Under clause 74 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, local governments are to generally determine development applications within 90 days of receipt. Where advertising is not required, the timeframe is reduced to 60 days.

### Requirements for Planning Applications

*Schedule 2 Part 8 Clause 63 of the Planning and Development (Local Planning Scheme) Regulations 2015.*

- (1) An application for development approval **MUST** be accompanied by –
  - (a) A plan or plans in a form approved by the local government showing the following
    - (i) The location of the site including street names, lot numbers, north point and the dimensions of the site;
    - (ii) The existing and proposed ground levels over the whole of the land the subject

- of the application;
- (iii) The location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site;
  - (iv) The structures and environmental features that are proposed to be removed;
  - (v) The existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on site;
  - (vi) The existing and proposed means of access for pedestrians and vehicles to and from the site;
  - (vii) The location, number, dimensions and layout of all car parking spaces intended to be provided;
  - (viii) The location 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;
  - (ix) The location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;
  - (x) The nature and extent of any open space landscaping proposed for the site; and

- (b) Plans, elevations and sections of any building proposed to be erected or altered and any building that is intended to be retained; and
- (c) A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies; and
- (d) Any other plan or information that the local government reasonably requires.

(2) The local government may waive or vary a requirement set out in subclause (1)

(3) Where an application relates to a place entered on a heritage list prepared in accordance with this Scheme or within an area designated under this Scheme as a heritage area, the local government may require the application to be accompanied by one or more of the following –

- (a) street elevations drawn as one continuous elevation to a scale not smaller than 1:100 showing the proposed development and the whole of the existing development on each lot immediately adjoining the land the subject of the application;
- (b) a detailed schedule of all finishes, including materials and colours of the proposed development;
- (c) a description of the finishes of the existing developments on the subject lot and on each lot immediately adjoining the subject lot.

In addition to the above you are required to supply the following –

- (1) A letter describing the project and the use of the land and building(s)
- (2) Payment of the planning application fees
- (3) Two (2) copies of any plans. 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.

More information on any part of this information sheet can be found at –

- [www.planning.wa.gov.au](http://www.planning.wa.gov.au)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Wongan Ballidu
- Shire of Wongan Ballidu Local Planning Scheme No. 5