

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 Local Planning Scheme No. 4 (LPS4).

This guide is intended to provide general information only and verification with the original relevant legislation, policies or other documentation may be required.

Queries regarding specific sites or development should be directed to the Shire Administration.

For larger applications, applicants are encouraged to arrange an appointment with staff prior to lodgement. Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of the application.

If you wish to discuss your proposal with planning staff prior to lodgement of an application an appointment is necessary. Appointments can be made by phoning (08) 9642 1106 or via email to mail@brookton.wa.gov.au.

What Needs To Be Submitted?

The following information needs to be submitted when lodging an application for planning approval.

1. a completed application form - Application for Planning Approval
2. the Approval of the Owner of the Property.

All applications are required to be signed by the owner of the land or alternatively a letter of authorisation from the owner being submitted with the application.

3. Two sets of plans including at least;
 - Site plans showing:
 - Street names, lot number(s), north point and the dimensions of the site including setbacks from property boundaries. . In areas where close development exists plans should show the siting of buildings and uses on lots immediately adjoining the subject land;
 - The location and proposed use of the site, including any existing buildings (and the use) to be retained and any proposed buildings to be erected on the site;
 - Any proposed contours, finished floor levels, finished ground levels;
 - The existing and proposed means of access (including crossovers) for pedestrians and vehicles to and from the site;
 - The location, number, dimensions, and layout of any car parking spaces intended to be provided;
 - Details of any fencing, including materials of construction and colour; and
 - Any on-site drainage.
 - Floor plans of any proposed building showing:
 - the internal layout and the intended use of each room/area.
 - the height of walls and roof;
 - Elevations and sections of any building located on-site;
 - Details of the colours and finishes of exterior construction
 - Any proposed signage

A stamped set will be returned to you at the completion of the planning assessment process.

4. a short statement of additional information that supports the application. This may include but not be limited to:
 - an explanation about important aspects or goals of the development.
 - the intended use of the development – how and when you will use the development. Such information may include:
 - information on number and type of vehicles expected access to the site;

- information on the type of equipment or materials being stored at the site;
- information on the hours of operation; or
- information on the anticipated noise involved with use of the development.

5. Payment of the relevant Planning Application Fees, as set out in the Shire's Schedule of Fees and Charges.

What Happens After An Application Is Submitted?

The application is assessed in accordance with the Shire of Brookton's Town Planning Scheme No 4, Residential Design Codes, State Planning Policies and relevant Local Planning Policies.

If any additional information is required, the applicant will receive correspondence outlining the required information.

Where required, the application will also be referred to adjacent and nearby landowners and/or occupiers for comment. The minimum referral timeframe is 14 days, however in some cases, the referral timeframe may be longer.

Some applications may also require referral to other government authorities.

How Long Does It Take To Assess Planning Applications?

The Shire has 60 statutory days in which to make a determination on an application for planning approval but it is likely that a shorter period may be required. .

What is the cost for a Planning Applications?

PLANNING APPLICATIONS	Rate	GST	Total Charge
Fee is payable on estimated value of development			
a) Not more than \$50,000	\$147	N	
b) \$50,001-\$500,000	0.32% of estimated cost of development	N	
c) \$500,001 - \$2.5million	\$1,700 + 0.257% for every \$1 in excess of \$500k	N	
d) \$2.5million - \$5million	\$7,161 + 0.206% for every \$1 in excess of \$2.5m	N	
e) \$5million - \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5m	N	
f) More than \$21.5 million	\$34,196	N	
Home Occupation Application	\$222	N	
Home Occupation Renewal	\$73	N	
Non-conforming Use Application for change of use or continuation of non-conforming use where development is not occurring	\$295	N	
Activity without approval Where an application for development approval is lodged after the development has commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application is applicable. For example, the maximum fee for development of not more than \$50,000 is \$147. If the development had commenced or been carried out at the time of application, a fee by way of penalty of \$294 would be applied to the application in addition to the fee of \$147, making the total fee chargeable \$441.			
Advertising - Where Required			
In local papers	At cost	Y	At cost
Statewide papers	At cost	Y	At cost