



APPLICATION FOR PLANNING APPROVAL - PROCEDURE AND REQUIREMENTS

All development, including a change in the use of land, requires the prior approval of Council. An Application for Planning Approval is required for:

- Single dwellings in the 'Farming', 'Rural Townsite', 'Commercial' and 'Industrial' Zones and grouped dwellings in all zones (where permitted);
- Industrial and commercial buildings;
- Sheds and other outbuildings in all zones;
- Modifying the natural landform such as by earthworks and drainage works;
- Changes made to an existing use of land and/or buildings, which may not include any construction, such as a panel beater proposing to occupy an existing building;
- Development on sites listed in Council Municipal Heritage Inventory, including demolition and renovations; and
- Use of rural land for intensive agriculture, such as irrigated plantations and pasture, feedlots, piggeries and aquaculture.

An Application for Planning Approval is not required for the following, although a Building Permit may be required (consult with Council's Shire Planner):

- Erection or extension of a single house on land zoned 'Residential' and 'Rural Residential' (check with Council's Shire Planner on the zoning of your property). However Council approval is required for single dwellings which vary the provisions of the Residential Design Codes 2013;
- Carrying out of internal works on any building that do not alter the external appearance of the building; and
- Townsite fences that are in accordance with Council's Fencing Design and Construction for Brookton Townsite Policy (see Council's Shire Planner for details).

APPLICATION

In order to accurately process an Application for Planning Approval, the following information must be provided:

- A completed Application for Planning Approval Form, signed by the owner(s) of the land (all owners must sign);
- A non-redeemable fee to partially cover investigation, inspection and processing costs – refer to Shire Administration Office at 14 White Street, Brookton, for details.
- **Three (3)** copies of a scaled site plan of a scale not less than 1:500 showing (where applicable):
 - Street names, lot number (s), north point, boundaries and the dimensions of the site;

- The location and proposed use of any existing buildings to be retained and the location, **including setback distances**, and use of buildings 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 these areas; and
 - The location, dimensions and design of any landscaped, open storage or trade display area and particulars of the manner in which it is proposed to develop the same.
- Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain.
 - Any other plan or information that the Council may reasonably require to enable the application to be determined.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS RECEIVED AND THE APPROPRIATE PLANNING FEE PAID.

Applications must be lodged with Council by the first Wednesday of each month. Council may then be in a position to determine the application at its Ordinary Meeting held on the third Thursday of each month. Applications may be held over until the following month's meeting. Should an application require further information, advertising or if it is considered incomplete, it will not be presented to Council for determination.

REFERRAL AND CONSIDERATION

When an application is lodged, Council's Shire Planner will assess the information provided by the applicant and decide whether it requires public notification (advertising), for which a 21-day period is given for submissions to be received.

Most applications will be determined at an Ordinary Meeting of Council (third Thursday of each month). Council, in considering an application, has due regard to the following:

- Compliance with the relevant provisions of the Town Planning Scheme including any relevant proposed scheme amendments or new town planning schemes;
- Any planning policy, strategy or plan adopted by Council;
- Any relevant Statement of Planning Policy, other policy, plan or strategy of the Western Australian Planning Commission;
- Preservation of the amenity of the locality;
- Any relevant submission received on the application;
- Requirements of orderly and proper planning;
- Preservation of any object or place of heritage significance; and
- Any other planning considerations which are considered relevant.

DETERMINATION

In determining an application for planning approval, Council may:

- Grant its consent with or without conditions as it deems necessary to the development by issuing a Notice of Planning Approval to Commence Development; or
- Refuse to grant its consent, giving reasons for the refusal by issuing a Notice of Planning Refusal to Commence Development.

Where Council grants its consent, that approval is in force for a period of two (2) years from the date of approval. If the development has not commenced, for example through the issue of a building permit, the approval shall lapse and be of no further effect.

APPEAL RIGHTS

Applicants have a right of appeal against a refusal to grant consent by Council or any conditions of an approval under Part 14 of the Planning and Development Act 2005. A Notice of Appeal must be lodged with the State Administrative Tribunal within 28 days of the date of the decision. For further details on how to lodge an appeal, contact Council's Shire Planner.

Please Note: The information contained in this document is intended as a guide only. It is recommended that the advice and assistance of Council's Shire Planner be sought prior to lodgement of an Application for Planning Approval. The Shire of Brookton disclaims any liability for any damages sustained by a person acting on the basis of this information.

For more information contact: Shire Planner

Available Thursdays and Fridays at the Shire Administration Office

Ph: 9642 1106

Fax: 9642 1173

Email: planner@brookton.wa.gov.au