

## Local Planning Scheme No. 4 FORM 1 – APPLICATION FOR PLANNING APPROVAL

<b>Owner details</b>			
Name/s:			
ABN (if applicable):			
Address:		Postcode:	
Phone: (home)	Work:	Mobile:	
Fax:		Email:	
Signature:	Date:	Signature:	Date:
Signature:	Date:	Signature:	Date:
<p>The signature of the owner/s is required on all applications. This application will not proceed without all signatures. For the purposes of signing this application, an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). *If the owner is a company with more than one director, then the application must be signed by (a) two directors, (b) one director and one secretary, or (c) one director with the company seal. Company directors or secretaries must print their names and positions with their signatures above.</p>			
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.    Yes            No</p>			
<b>Applicant details (if different from owner):</b>			
Name:			
Address:		Postcode:	
Phone (home):	Work:	Mobile:	
Fax:		Email:	
<b>Contact person for correspondence:</b>			
Signature:		Date:	

Property Details		
Lot No:	House/ Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name:	Suburb:	
Nearest street intersection:		
Proposed development		
Nature of development:	Works	Works and use
	Use	
Is an exemption from development claimed for part of the development?	Yes	No
If yes, is the exemption for:	Works	
	Use	
Description of proposed works and/ or land use:		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/ or land use:		
Approximate cost of proposed development (excluding GST):		
Estimated time of completion:		
OFFICE USE ONLY		
Acceptance Officer's Initials:	Local Government Reference No:	Receipt No:
Date received:	Fee is: \$	+ advertising: \$

Please note that there is an additional form that will need to be completed if the proposal includes external signs or advertising.

**PLANNING APPLICATION CHECKLIST**  
(to be included in the application)

Application form, fees and land details	Provided	N/A
<p><b>Completed Form 1 with all landowner signatures.</b> Please provide email addresses to allow for faster correspondence, including copies of planning approvals.</p>		
<p><b>Copy of Certificate of Title</b> that is less than six months old can be obtained from <a href="#">Landgate</a>. ASIC Certificate required for property in Company ownership.</p>		
<p><b>Planning application fee</b> based on the annual Schedule of Fees, e.g:            \$147 Development value of no more than \$50,000 (excluding GST)            \$441 Retrospective fee (for development not more than \$50,000)            \$222 Home business/ Occupation/Family Day Care            \$295 Change of Use</p> <p>See current Schedule for development over \$50,000 (sliding scale)            Advertising fee of \$35 or \$75 if applicable.</p>		
<p><b>Site Plans (one copy of each plan)</b></p>		
<p><b>Full site plan</b> showing property boundaries are at a reasonable scale (e.g. 1:100, 1:200, 1:500).</p> <p>As well as the proposed development, the site plan must show easements, building envelopes where applicable, any watercourses and existing structures - including any to be demolished. For large lots a second close-up plan should be included to show the development area and surroundings at a reasonable scale.</p> <p>Site plans need to be clear and accurate and show;</p> <ul style="list-style-type: none"> <li>• Key environment features (creeklines, vegetation, rock outcrops)</li> <li>• Setbacks from boundaries clearly marked</li> <li>• Existing and/ or proposed effluent disposal systems</li> <li>• Existing and proposed car parking areas and driveways</li> <li>• Natural ground-level* contours and banking or retaining including top of wall heights if proposed</li> <li>• Proposed finished floor and (if site works proposed) finished ground levels</li> </ul>		
<p><b>Elevations (one copy of each plan)</b></p>		

<p><b>Scaled elevation plans</b> or drawings showing the front, rear and side views of development at a reasonable scale (e.g. 1:50, 1:100, 1:200).</p> <ul style="list-style-type: none"> <li>Natural ground levels* shown as well as any cut, fill or retaining</li> <li>Finished floor level of buildings and finished ground levels proposed</li> </ul>		
<p><b>Colours and materials</b> clearly labelled - note that development should be designed to fit in with the natural and built surroundings and use local materials where possible, e.g. laterite blocks of limestone</p>		
<p><b>Floor plans (one copy of each plan)</b></p>		
<p><b>Accurate floor plans</b> for buildings, at reasonable scale (e.g. 1:50, 1:100, 1:200) showing layout, labelled rooms, overall floor area and site coverage percentage</p>		
<p><b>Additional Information</b></p>		
<p><b>Justification</b> for requested variation to R codes, LPS4 Scheme provisions, Precinct Plans or Detailed Area Plans</p>		
<p><b>Neighbour comments</b> (if consultation conducted by landowners) or fee paid. Refer to the Shire's <a href="#">Advertising Planning Proposal Local Planning Policy</a></p>		
<p><b>BAL &amp; BMS</b> - houses/ habitable buildings in bushfire-prone areas require a colour copy of a Bushfire Management Statement, including the Bushfire Attack Level Assessment (BAL), prepared by a qualified/ accredited consultant</p>		
<p><b>Business details</b> including hours and days of operations, numbers of staff and clients, traffic and car parking and goods or services that would be available</p>		
<p><b>Stock Management Plan</b> is required for keeping horses or livestock</p>		
<p><b>Extension of Public Viewing Time</b> I allow the Shire of Mundaring to make copyrighted material submitted available for public viewing during the period of time following the closure of the formal advertising period but prior to the release of the Council agenda. (Note: An applicant does not need to agree to this to enable the application to be lodged or determined).</p>		

- Please check with Planning Staff on 9290 6740 if you are not sure which plans would be required for your application, or if specialist studies are required such as traffic or heritage assessment, or flora and fauna studies.
- Engineering drawings are not usually required at the planning stage
- Submitting your application via email - forward your completed application and documentation to [shire@mundaring.wa.gov.au](mailto:shire@mundaring.wa.gov.au). The Planning Administration Officer will phone the applicant to arrange credit card payment of the planning application fee upon the acceptance of your application
- Incomplete applications will not be lodged

#### **IMPORTANT NOTES:**

- If you are proposing development on a site where native vegetation, vegetation of significance (e.g. habitat trees) and/or a watercourse exists or could be impacted, it is **strongly** recommended that an Environmental Asset Inspection (EAI) be arranged **prior** to lodging this development application. This will allow for any potential environmental issues to be identified and addressed early on. Please contact the Shire's Environment Services on 9290 6666 or via [shire@mundaring.wa.gov.au](mailto:shire@mundaring.wa.gov.au) regarding EAIs.

- \*Natural ground levels shown on plans are to be based upon **Australian Height Datum**, or based upon levels granted Planning approval previously as per the *Planning and Development (Local Planning Schemes) Regulations 2015*. If you have any queries please contact the Shire's Planning Services on 9290 6666 or via [shire@mundaring.wa.gov.au](mailto:shire@mundaring.wa.gov.au)