

**APPLICATION FOR PLANNING CONSENT (P1)**



<b><u>Office Use Only:</u></b>	<b><u>Fees Paid</u></b>
TP No: _____ Assess No. A _____	Amount: \$ _____
Lot area: _____ Zone: _____	Date Received: _____

Use Class: \_\_\_\_\_ Use Table Symbol: \_\_\_\_\_ Receipt No: \_\_\_\_\_

1. Full Name of Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_

2. Full Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_

4. Locality of Proposed Development (Lot & Street No, Street, Locality): \_\_\_\_\_  
\_\_\_\_\_

5. Certificate of Title: Vol: \_\_\_\_\_ Fol: \_\_\_\_\_ Diagram/Plan: \_\_\_\_\_

6. Purpose for which Applicant desires to use the land: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Nature of existing buildings and other improvements on the land: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Nature of buildings and other improvements proposed to be constructed on the land: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Estimated time of Commencement: \_\_\_\_\_ Completion: \_\_\_\_\_

10. No. of employees (if applicable): \_\_\_\_\_

11. Approximate cost \$ (**EX GST**): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Forms and Plans to be returned to: Chief Executive Officer  
Shire of Waroona  
PO Box 20  
WAROONA WA 6215

**SEE NOTES ON REVERSE**

**NOTES:**

1. This application can only be signed by the owner, or the purchaser under option, of the land on which the development is proposed.
2. This form is to be submitted to the Council with three (3) copies of plans including access, parking layout and elevations.
3. Prior to the issue of a Building Permit, Commercial and Industrial developers will be required to provide a detailed landscaping plan showing location and types of all trees and shrubs to be planted or retained, reticulation layout and groundcover treatment proposed.
4. This is not an application for a Building Permit. Separate application for a Building Permit must be made and granted before development commences.

# **APPLICATION FOR PLANNING CONSENT CHECKLIST** **INFORMATION SHEET (P2)**



## **GUIDE TO INFORMATION REQUIREMENTS** **APPLICATION FOR PLANNING CONSENT**

### **Introduction**

This checklist sets out the information that must be provided to Council when you are making an application for planning consent. This is a general guide only, and in some cases additional information will be required. Council staff will advise you when this is the case. In some cases an application will not be accepted if the required minimum information is not provided.

It should be noted that not all building work requires planning consent, but all building work requires a Building Permit. Please consult with Council regarding whether Planning Consent is required before lodging an application for a Building Permit.

### **Application for development of New Buildings, Extensions, or Additions (Other than Domestic Sheds, Patios, or similar)**

- Completed Application Form (must be signed by landowner)
- Fees (refer to Fee Schedule)
- 3 sets of clear, concise, well presented, accurately scaled and dimensioned plans, consisting of:
  - site plan (i.e. plan that locates the building on the property relative to boundaries, existing buildings and other features such as remnant vegetation where necessary)
  - All applications for new dwellings to be accompanied by a site plan showing 1 metre contour intervals and finished floor level for the building.
  - floor plan (i.e. plan that sets out the layout of the different rooms and spaces within the building).
  - four elevations (i.e. what the building will look like from the north, south, east and west directions), in most cases, only three elevations will be needed for extensions or additions.

### **Applications for development of Domestic Sheds, Patios or similar**

- Completed application form (must be signed by landowner)
- Fees (refer to Fee Schedule)
- 3 sets of clear, concise, well presented, accurately scaled and dimensioned plans, consisting of:
  - site plan (i.e. plan that locates the building on the property relative to boundaries, existing buildings and other features such as remnant vegetation where necessary).
  - floor plan (i.e. plan that sets out the layout of the different rooms and spaces within the building).
  - two elevations (i.e. what the building will look like from the 'side' and from the 'front').

## Applications for Changing the Use of Land

- Completed Application Form (must be signed by landowner)
- Fees (refer to Fee Schedule)
- A letter setting out and explaining the proposal
- 3 copies of a clear, concise, well presented, accurately scaled and dimensioned site plan and/or floor plan

  
  
  

## Enquiries

If you have any further enquiries please do not hesitate to contact the Shire of Waroona on (08) 9733 7800, Email: [warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au), at Council's offices, 52 Hesse Street Waroona, or visit our website at [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au).

***Disclaimer:*** *This checklist is a guide only. Verification with original Local-Laws, Acts, Regulations, Planning Schemes and other relevant documents is recommended for detailed references. The Shire of Waroona accepts no responsibility for errors or omissions.*