



PLANNING CHECK LIST Information Sheet P2

GUIDE TO INFORMATION REQUIREMENTS

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 Licence. Please consult with Council regarding whether Planning Consent is required before lodging an application for a Building Licence.

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

- Completed Application Form (must be signed by landowner) CHECK ✓
- Fees (refer to Fee Schedule)
- No objection letter from neighbours when required (please discuss with Manager Planning & Development Services)
- 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.



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CHECK ✓

Applications for development of Domestic Sheds, Patios or similar

- Completed application form (must be signed by landowner)
- Fees (refer to Fee Schedule)
- No objection letter from neighbours when required (please discuss with Manager Planning & Development Services)
- 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: mpds@waroona.wa.gov.au, at Council's offices, 52 Hesse Street Waroona, or visit our website at 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.