



# SHIRE OF LAKE GRACE

## **Information Note: General Advice on Planning Applications**

### **What is a planning application?**

A Planning Application is required for any type of development except for those excluded by Clause 8.2 of Local Planning Scheme 4. The Local Planning Scheme is a document which guides the way the Shire grows and it assists Council in assessing and making decisions about planning applications.

### **Why a planning application is required?**

Applications are required so that your plans and information can be assessed and your property inspected to determine whether your proposal is appropriate. Each proposal is assessed to ensure that:

- It complies with the relevant provisions of the Local Planning Scheme;
- Is an appropriate use on the property according to its zoning classification;
- Has no detrimental impact upon the locality; and
- Has no adverse impact upon landowners and occupants of adjacent properties in the locality.

### **What is development?**

Under the Planning and Development Act 2005 "Development" is defined as follows:

***Development** means the development or use of any land, including any demolition, erection, construction, alteration of or addition to any building or structure on the land and the carrying out on the land of any excavation or other works and, in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that —*

- a) is likely to change the character of that place or the external appearance of any building; or  
b) would constitute an irreversible alteration of the fabric of any building.*

### **What requires Planning Approval?**

An application for approval (using the form attached) is required for one or more of the following-

- (a) a use or commencement of development on a Local Reserve under clause 3.4;
- (b) commencement of a 'P' use which does not comply with all relevant development standards and requirements of the Scheme as referred to in clause 4.3.2;
- (c) commencement of a 'D' use or an 'A' use as referred to in clause 4.3.2;
- (d) commencement of a use not listed in the Zoning Table under clause 4.4.2(b);
- (e) alteration or extension of a non-conforming use under clause 4.9;
- (f) a change of a non-conforming use under clause 4.9;
- (g) continuation of a non-conforming use under clause 4.12;
- (h) variation of a site or development requirement under clause 5.5;
- (i) commencement of development under clause 8.1;
- (j) continuation of development already commenced or carried out under clause 8.4;
- (k) a subsequent planning approval pursuant to an approval under clause 10.8.1; and
- (l) the erection, placement or display of an advertisement,

The form is to be signed by the owner, and accompanied by such plans and other information as is required under the Scheme.

An application for the erection, placement or display of an advertisement is to be accompanied by the additional information set out in the second form attached.

### **Specific types of development that don't require planning approval**

Except as otherwise provided in the Scheme, the following development does not require the planning approval of the local government:

- (a) the carrying out of any building or work which affects only the interior of a building and which does not materially affect the external appearance of the building except where the building is —
  - (i) located in a place that has been entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*;
  - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
  - (iii) included on the Heritage List under clause 7.1 of the Scheme;
- (b) the erection on a lot of a single house including any extension, ancillary outbuildings and swimming pools, except where —
  - (i) the proposal requires the exercise of a discretion by the local government under the Scheme to vary the provisions of the Residential Design Codes; or
  - (ii) the development will be located in a heritage area designated under the Scheme;
  - (iii) the proposal involves a relocated, transportable or second-hand dwelling;
  - (iv) the development is proposed on a lot which does not have access to a dedicated and/or constructed road; or
  - (v) the development is in a Special Control Area.
- (c) the erection or demolition of any farm sheds or outbuildings on any lot classified General Agriculture zone.
- (d) the demolition of any building or structure except where the building or structure is —
  - (i) located in a place that has been entered in the Register of Places under the *Heritage of Western Australia Act 1990*;
  - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*;
  - (iii) included on the Heritage List under clause 7.1 of the Scheme; or
  - (iv) located within a heritage area designated under the Scheme;
- (e) a home office;
- (f) any works which are temporary and in existence for less than 48 hours or such longer time as the local government agrees; and
- (g) any of the exempted classes of advertisements listed in Schedule 5 except in respect of a place included in the Heritage List or in a heritage area.

Note: Development carried out in accordance with a subdivision approval granted by the Commission is exempt under section 20D of the Town Planning Act.

### **What information is required with an application?**

- 1. Form 1 – Application Form attached** – signed by the landowner.

## **2. Site, Floor and Elevation Plans**

Unless the local government waives any particular requirement every application for planning approval is to be accompanied by:

- (a) a plan or plans to a scale of not less than 1:500 showing —
  - (i) the location of the site including street names, lot numbers, north point and the dimensions of the site;
  - (ii) the existing and proposed ground levels over the whole of the land the subject of the application and the location, height and type of all existing structures, and structures and vegetation proposed to be removed;
  - (iii) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;
  - (iv) the existing and proposed means of access for pedestrians and vehicles to and from the site;
  - (v) the location, number, dimensions and layout of all car parking spaces intended to be provided;
  - (vi) 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 those areas;
  - (vii) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the same; and
  - (viii) the nature and extent of any open space and landscaping proposed for the site;
- (b) plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain;
- (c) any specialist studies that local government may require the applicant to undertake in support of the application such as traffic, heritage, environmental, engineering or urban design studies; and
- (d) any other plan or information that the local government may require to enable the application to be determined.

### **Additional material for heritage matters**

Where an application relates to a place entered on the Heritage List or within a heritage area, the local government may require an applicant to provide one or more of the following to assist the local government in its determination of the application —

- (a) street elevations drawn to a scale not smaller than 1:100 showing the proposed development and the whole of the existing development on each lot immediately adjoining the land the subject of the application, and drawn as one continuous elevation;
- (b) a detailed schedule of all finishes, including materials and colours of the proposed development and, unless the local government exempts the applicant from the requirement or any part of it, the finishes of the existing developments on the subject lot and on each lot immediately adjoining the subject lot.

**Note:** If the above information is not received, there will be significant delays in assessing the application.

The information contained here is a guide only. It is recommended that the advice and assistance from the Shire of Lake Grace be sought in conjunction with any enquiries concerning the use of land within the Shire. Prior to undertaking any development, please discuss your intentions with Council. If you need to make an application your time and money can be saved if you are thoroughly prepared.

**SHIRE OF LAKE GRACE  
LOCAL PLANNING SCHEME NO.4**



**APPLICATION FOR DEVELOPMENT APPROVAL**

<b>Owner Details – Attach a separate sheet where there are more than two landowners</b>		
Name/s:		
ABN (if applicable):		
Address:		
		Postcode:
Phone: (work): (home): (mobile):	Fax:	E-mail:
Contact person:		
Signature:		Date:
Signature:		Date:
<i><b>NOTE:</b> The signature of all registered owner(s) is required on all applications. This application will not proceed without the required signature/s. 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).</i>		
<b>Applicant Details</b>		
Name:		
Address:		
		Postcode:
Phone: (work): (home): (mobile):	Fax:	E-mail:
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		Date:

Property Details – Details must match those shown on the Certificate/s of Title		
Lot No:	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Volume No:	Folio No:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name:	Suburb:	
Nearest street intersection:		
Proposed Development:		
Nature of development: <input type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use		
<i><b>NOTE:</b> If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.</i>		
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> 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:		
Estimated time of completion:		
<b>OFFICE USE ONLY</b>		
Acceptance Officer's initials:		Date received:
Local government reference no:		



## Development Application Checklist

<b>Property Address Details:</b>			
<b>ITEM</b>	<b>INFORMATION REQUIREMENTS</b>	<b>APPLICANT USE ONLY</b> <small>(Tick each accordingly)</small>	<b>SHIRE USE ONLY</b> <small>(Tick each accordingly)</small>
<b>1</b>	Completed <i>Application for Development Approval</i> form signed by the applicant as well as the landowner/s (Note: The signature/s of all landowners listed on the Certificate of Title for the subject land is compulsory).		
<b>2</b>	Plans prepared at a scale of not less than 1:500.		
<b>3</b>	Plans have a north point & show street name/s, lot boundaries & all lot boundary dimensions.		
<b>4</b>	Plans showing all existing natural ground levels and proposed new ground levels over the whole site including existing and proposed finished floor levels for all buildings, structures, parking areas, driveway/s and crossover/s.		
<b>5</b>	Plans showing the location, height, type, materials and finish of all existing structures on the land including boundary fences and retaining walls.		
<b>6</b>	Plans showing all buildings, structures and other improvements including vegetation proposed to be removed.		
<b>7</b>	Plans showing all buildings, structures and other improvements proposed to be constructed, modified or upgraded including their areas, dimensions, external surface materials/finishes and colours (including suitably scaled elevation drawings).		
<b>8</b>	Plans showing all existing and proposed means of access for pedestrians and vehicles to and from the site including pathways, crossovers and driveways and their surface treatments.		
<b>9</b>	Plans showing the location, number, dimensions and layout of all existing and/or proposed on-site car parking bays.		
<b>10</b>	Plans showing the location and dimensions of any		



## Development Application Checklist

	area/s 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 those areas.		
<b>11</b>	Plans showing the location, dimensions and surface treatments for any existing or proposed open storage or trade display area/s.		
<b>12</b>	Plans showing the location of all existing infrastructure and street trees in the road verge area immediately abutting the site.		
<b>13</b>	Plans showing all new landscaping proposed to be installed (including details of plant species) and any existing landscaping proposed to be retained (i.e. grouped dwellings, commercial & industrial developments only).		
<b>14</b>	A pre-calculation plan is provided for all grouped dwelling development proposals (i.e. a suitably scaled plan shows areas & dimensions for all proposed new strata lots).		
<b>15</b>	Plan/s showing the location and extent of any proposed overshadowing on adjoining properties (residential development proposals only).		
<b>16</b>	For all proposed new advertising signs, a completed and signed <i>Additional Information for Development Approval for Advertisements</i> form as well as plans showing the location, dimensions, external surface materials/finishes and colours for all existing and proposed new advertising signage.		
<b>17</b>	A completed Bushfire Attack Level (BAL) assessment prepared by an accredited Level 1 BAL Assessor or Bushfire Planning Practitioner, unless otherwise exempted in the <i>Guidelines for Planning in Bushfire Prone Areas</i> (WAPC 2015, as amended).		

SHIRE OF LAKE GRACE  
LOCAL PLANNING SCHEME NO.4



**ADDITIONAL INFORMATION FOR  
DEVELOPMENT APPROVAL FOR ADVERTISEMENTS**

*Note: To be completed in addition to the Application for Development Approval form.*

1. Description of property on which advertisement is to be displayed including full details of its proposed position within that property:

2. Details of proposed sign:

(a) Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):

(b) Height:                      Width:                      Depth:

(c) Colours to be used:

(d) Height above ground level —  
    (a) (to top of advertisement):  
    (b) (to underside):

(e) Materials to be used:

Illuminated: Yes / No

If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:

3. Period of time for which advertisement is required:

4. Details of signs (if any) to be removed if this application is approved:

**Note:** *This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 4 above.*

Signature/s of advertiser(s):  
(if different from landowners)

Date: