



APPLICATION FOR DEVELOPMENT APPROVAL

(PLEASE USE BLOCK LETTERS & COMPLETE ALL SHADED SECTIONS)

OWNER DETAILS:

Name(s): _____

ABN (if applicable): _____

Postal Address: _____ Postcode: _____

Phone: _____ Email: _____

Contact Person for correspondence: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the person referred to in the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2 clause 62(2).

APPLICANT DETAILS: (if different from owner)

Name: _____

Postal Address: _____ Postcode: _____

Phone: _____ Email: _____

Contact Person for correspondence: _____

I agree that 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 ☐

Signature: _____ Date: _____

NOTE: All correspondence will be sent to the Applicant unless otherwise advised.

Continued over...

PROPERTY DETAILS:

Lot/Location No: _____ House/Street No: _____

Street Name: _____ Locality/Suburb: _____

Diagram/Plan No: _____ Volume No: _____ Folio No: _____

Nearest street intersection: _____

PROPOSED DEVELOPMENT:Nature of development: Works ☐Use ☐Works and 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: _____

Estimated Time of Completion: _____

REQUIRED INFORMATION & FEES:

Please refer over for the information required to be submitted with this application and the schedule of fees. This application will not be processed without all required information including payment of the appropriate fee.

OFFICE USE ONLY:

Date Received: _____ Accepting Officer's Initials: _____

Required Fee: \$ _____ Date Paid: _____

Receipt No.: _____

REQUIRED INFORMATION TO ACCOMPANY APPLICATION FOR DEVELOPMENT APPROVAL

- (1) This application WILL NOT PROCEED without the signature(s) of all landowners AND payment of the appropriate fee. Please contact the Shire's Principal Planner to obtain the relevant fee.
- (2) In addition to this form a digital copy or one (1) hard copy of plans showing complete details of the development (in accordance with Item 3 below) and a written submission detailing the proposal will be required to be forwarded to Council.
- (3) Unless Council waives any particular requirement every application for Planning Approval shall be comprised of:
 - (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;
 - (iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site;
 - (iv) the structures and environmental features that are proposed to be removed;
 - (v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;
 - (vi) the existing and proposed means of access for pedestrians and vehicles to and from the site;
 - (vii) the location, number, dimensions and layout of all car parking spaces intended to be provided;
 - (viii) 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;
 - (ix) 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 open storage or trade display area;
 - (x) the nature and extent of any open space and landscaping proposed for the site; and
 - (b) plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained; and
 - (c) a report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies; and
 - (d) any other plan or information that the local government reasonably requires.

In the case of an application for a change in use of the land and/or buildings:

- (d) a site plan and, where applicable, floor plan(s) of the existing building(s) indicating the uses to be made of the land and the respective building(s) or portions of the building(s).
- (4) Where an application relates to a place entered on a heritage list prepared in accordance with this Scheme or within an area designated under this Scheme as a heritage area, the local government may require the application to be accompanied by one or more of the following —
 - (a) street elevations drawn as one continuous elevation 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;
 - (b) a detailed schedule of all finishes, including materials and colours of the proposed development; and
 - (c) a description of the finishes of the existing developments on the subject lot and on each lot immediately adjoining the subject lot.

PLANNING SERVICES FEES (2026/2027)

ITEM	DESCRIPTION OF PLANNING SERVICE	FEE
1	Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is: a) Not more than \$50,000 b) More than \$50,000 but not more than \$500,000 c) More than \$500,000 but not more than \$2.5 million d) More than \$2.5 million but not more than \$5 million e) More than \$5 million but not than \$21.5 million f) More than \$21.5 million	\$147 0.32% of the estimated cost of development \$1,700 + 0.257% for every \$1 in excess of \$500,000 \$7,161 + 0.206% for every \$1 in excess of \$2.5m \$12,633 + 0.123% for every \$1 in excess of \$5m \$34,196
2	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee
3	Determining a development application for an extractive industry where the development has not commenced or been carried out	\$739
4	Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee - \$1,478 Renewal fee \$315
5	Assessing amended plans (this applies where a determination has already been given by the Shire or where amended plans are submitted and not requested by the Shire)	66% of the original application fee with a minimum of \$73
6	Demolition where Planning Approval required	\$147
7	Determining an initial application for approval of a home based business (including cottage industry) where the home based business has not commenced	\$222
8	Determining an initial application for approval of a home based business (including cottage industry) where the home based business has commenced	The fee in item 8 plus, by way of penalty, twice that fee - \$444
9	Determining an application for the renewal of an approval for a home based business (including cottage industry) or other Planning Approval	\$73
10	Determining an application for change of use or for alteration or extension or change of a non-conforming use which item 1 does not apply and where the change of use has not commenced	\$295
11	Determining an application for change of use or for alteration or extension or change of a non-conforming use which item 1 does not apply and where the change of use has commenced	The fee in item 11 plus, by way of penalty, twice that fee - \$590
12	Extension of current Planning Approval	\$145 (GST inclusive)
13	Reply to Property Settlement Questionnaire	\$90
14	Relocation of building envelope	\$147
15	Providing a subdivision clearance for: a) Not more than 5 lots b) More than 5 lots but not more than 195 lots c) More than 195 lots	\$73 per lot \$73 per lot for the first 5 lots and \$35 per lot thereafter \$7,393
16	Basic Scheme Amendment Standard Scheme Amendment Complex Scheme Amendment Structure Plan Modifications to plans once approval given Local Development Plan (other than required as part of subdivision) Modification to plans once approval given	\$2,205 \$4,410 (50% refundable if not advertised) \$8,820 (50% refundable if not advertised) \$6,930 \$2,310 \$760 \$315
17	Issue of zoning certificate	\$73
18	Issue of Section 40 certificate	\$90 (GST inclusive)
19	Issue of written planning advice	\$73
20	* Road / R.O.W / P.A.W. request for closure	\$760 (GST inclusive)
21	Advertising a) On site signage b) Newspaper advertising c) Level A Consultation (refer to Local Planning Policy (LPP) - Consultation for Planning Proposals) d) Level B Consultation (refer to LPP as above) e) Level C Consultation (refer to LPP as above) f) Level D and E Consultation (refer to LPP as above)	\$375 per sign (GST inclusive) \$375 per advertisement (GST inclusive) \$0 in addition to planning fee \$150 in addition to planning fee \$300 in addition to planning fee \$600 in addition to planning fee
22	Digital copy of planning document	\$30
23	Pre-strata inspection	\$380 (GST inclusive)

NOTE: All fees are exempt from GST unless otherwise indicated.