



APPLICATION FOR DEVELOPMENT APPROVAL

OWNER DETAILS	
Name(s):	
ABN (if applicable):	
Postal Address:	
	Postcode:
Email:	
Phone:	Mobile:
Signature:	Date:
<i>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 persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>	

APPLICANT DETAILS (Only one applicant per application)	
Name:	
Postal Address:	Postcode:
Email:	
Phone:	Mobile:
Signature:	Date:

PROPERTY DETAILS		
Lot No:	House/Street No:	Location No:
Diagram or Plan No:	Vol. No:	Folio:
Title Encumbrances (eg: easements, restrictive covenants, etc.):		
Street Name:	Suburb:	

PROPOSED DEVELOPMENT / USE
Nature of Development: <input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use
Description of proposed works and/or land use:
Nature of existing building and/or land use:
Approximate cost of proposed development:
Estimated time of completion:

OFFICE USE ONLY	
Acceptance Officer's initials:	
Property Number:	Planning Application Reference:
Fees Paid:	Date Received:



Shire of
Donnybrook Balingup

APPLICATION CHECKLIST

All relevant information is required to be provided prior to the Shire formally accepting the application.

The checklist **must** be completed, signed, and submitted with **all** applications.

ALL APPLICATION TYPES – MINIMUM SUBMISSION REQUIREMENTS
<ul style="list-style-type: none"><input type="checkbox"/> Application for Development Approval Form<input type="checkbox"/> Application Checklist<input type="checkbox"/> Development Application fee<input type="checkbox"/> Certificate of Title, Deposited Plan and all details of any listed Title Encumbrances<input type="checkbox"/> Accurately scaled Site Plan, Floor Plan and Elevations as detailed below<input type="checkbox"/> Additional information as per requirements of specific application type<input type="checkbox"/> Written details of the proposal including justification for any variations proposed
Site Plan
<ul style="list-style-type: none"><input type="checkbox"/> Street name(s)<input type="checkbox"/> North point<input type="checkbox"/> Lot boundaries<input type="checkbox"/> Contours and finished floor levels<input type="checkbox"/> Existing and proposed development including:<ul style="list-style-type: none">• Buildings/Structures• Vegetation and any proposed removal• Septics, leach drains, soak wells• Infrastructure and/or easements• Earthworks/Siteworks• Any existing building envelope• Retaining walls and fences• Parking• Dams and water courses
Floor Plans
<ul style="list-style-type: none"><input type="checkbox"/> A floor plan of every storey<input type="checkbox"/> Internal layout showing:<ul style="list-style-type: none">• Doors, windows and other openings• Room names<input type="checkbox"/> Total floor area in square metres
Elevations
<ul style="list-style-type: none"><input type="checkbox"/> 2D view of every side of the development showing:<ul style="list-style-type: none">• Natural ground level and finished floor levels• Heights of walls and roof• All doors, windows and other openings• Proposed external colours and materials

Please turn the page over...



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SPECIFIC APPLICATION TYPES

In addition to the minimum submission requirements on page 1, some specific application types require additional information and/or plans for assessment.

<p>Change of Use</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details of the use proposed including operating days and hours <input type="checkbox"/> Number of expected visitors and employees <input type="checkbox"/> Details of plant, machinery and/or equipment used <input type="checkbox"/> Proposed provision for parking 	<p>Development within a Bushfire Prone Area</p> <ul style="list-style-type: none"> <input type="checkbox"/> BAL Assessment no more than 12 months old completed by an accredited bushfire consultant <input type="checkbox"/> Bushfire Management Plan addressing Bushfire Protection Criteria as per SPP 3.7 <input type="checkbox"/> Emergency Evacuation Plan (as required)
<p>Advertising Signage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advertising Signage Application Form <input type="checkbox"/> Structural plan showing all dimensions and footing/connection details <input type="checkbox"/> Artwork plans showing materials proposed, colours and typography used <input type="checkbox"/> Superimposed images of artwork on the building/structure elevation 	<p>Home Occupation / Home Business</p> <ul style="list-style-type: none"> <input type="checkbox"/> Home Occupation / Business Application Form <input type="checkbox"/> Site plan identifying location for the Home Business / Occupation and areas for parking <input type="checkbox"/> Floor Plan requirements including identification of areas used for Home Business / Occupation
<p>Building Envelope Modification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan showing existing building envelope and contours <input type="checkbox"/> Site plan showing only proposed building envelope location <input type="checkbox"/> Written justification for proposed modification 	<p>Heavy / Commercial Vehicle Parking</p> <ul style="list-style-type: none"> <input type="checkbox"/> Heavy / Commercial Vehicle Parking Form <input type="checkbox"/> Current copy of registration licence for the subject vehicle <input type="checkbox"/> Site plan identifying location for vehicle parking
	<p>Second-Hand / Relocated / Transportable</p> <ul style="list-style-type: none"> <input type="checkbox"/> Photographs of the proposed development

<p>ADVICE AND ACKNOWLEDGEMENT</p> <p>Additional information may be required as assessed by the Shire's Planning Services. Additional consultation / advertising fees may apply. It is recommended that advice be sought from the Shire's Works and Services, Planning, Building and Environmental Health Services prior to preparing documentation.</p> <p><i>I declare that the information provided is accurate and complete. I acknowledge that the information and plans provided may be made available for public viewing in connection with the application for advertising, consultation or reporting purposes.</i></p> <p>Applicant Name:</p> <p>Applicant Signature:</p> <p>Date:</p>
