

Shire of Shark Bay Planning Application Checklist

Address of Development/ Planning Application: _____

TO BE FILLED OUT BY THE OWNER / OR APPLICANT (WITH THE OWNERS CONSENT)			
If you answer 'No' to any of these questions, then your planning application is incomplete and may be placed on hold until the required information is lodged.	OWNER / APPLICANT CHECKLIST		Admin Check (to be checked by planning officer)
	Tick Box		
1. Application Form	Yes	No	ADMIN ONLY
<p>The owner/ applicant is to complete an 'Application for Planning Approval'. The application <u>must</u> be signed by the owner of the land or it is not valid. If the property is in a company name, then an authorised Director needs to sign as owner.</p> <p><u>The Shire cannot process an application if the landowners consent has not been obtained.</u></p> <p>Please ensure that you include both the Lot number and street address of the development site, with the title information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete <input type="checkbox"/> Request Additional Information from owner / applicant
2. Site Plan	Yes	No	ADMIN ONLY
<p>Two (2) accurate, professional, scaled site plans which clearly show:</p>			
<p>(i) The existing lot boundaries, dimensions of all lot boundaries, road location, a scale and north point;</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
<p>(ii) All existing crossovers, driveways, landscaping and parking areas;</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
<p>(iii) Contours and existing site levels;</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
<p>(iv) Relevant context of neighbouring properties (surrounding buildings, levels, landuses) — Only If Applicable (ie adjacent property levels if cut and fill proposed with retaining)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
<p>(v) The position, type and use of all existing buildings and improvements on the land;</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
<p>(vi) All new proposed development including buildings, access, retaining walls, earthworks/fill, parking areas, landscaping etc;</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete

(vii) The Finished Floor Level of existing and proposed buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
3. Elevation plan	Yes	No	ADMIN ONLY
Two (2) accurate, professional, scaled site plans which clearly show:			
(i) An elevation view of the existing and proposed development as viewed from each property boundary;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
(ii) Elevations to be clearly marked north, west, south and east;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
(iii) All elevations should show the Natural Ground Level and the Finished Floor Level;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
(iv) If earthworks, fill or retaining is proposed as part of development, then the elevation should clearly show the existing Natural Ground Level, the cut or filled levels, and all retaining wall details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
4. Floor plan	Yes	No	ADMIN ONLY
A detailed floor plan showing the dimensions of the proposed development and use of each floor area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
For multi storey residential development, the lower and upper floor plan must be shown for each dwelling on the site plan with Finished Floor Levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete
5. Application Fee	Yes	No	ADMIN ONLY
Planning application fees must be lodged with the planning application, or the application is not valid. The application cannot be processed until the payable fees are lodged.	<input type="checkbox"/> PAID	<input type="checkbox"/> NOT PAID	<input type="checkbox"/> Incomplete
The application fees are generally based on the cost of development, or the type of application (refer Attachment 1 – Schedule of Fees). The application fee is to assist with administration and processing costs, and is non-refundable.		Application incomplete without fee	
6. A detailed covering letter	Yes	No	ADMIN ONLY
A detailed letter explaining what the development is for. This may range from a simple letter explaining what a proposed oversized shed is to be used for, or for a change of landuse or commercial use, a more detailed letter describing the proposed business, how it will be managed and operated, and general information on staff numbers, hours of operation, deliveries etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Incomplete

DISCLAIMER

THIS DEVELOPMENT CHECKLIST HAS BEEN COMPILED TO ENSURE THAT APPLICATIONS LODGED ARE COMPLETE AND PROVIDE ALL INFORMATION REQUIRED. THIS WILL ASSIST THE SHIRE OF SHARK BAY TO EXPEDITE PROCESSING OF APPLICATIONS.

PLEASE NOTE THAT THE SHIRE RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION FOR SPECIFIC APPLICATIONS SUCH AS TRUCK MOVEMENT PLANS, TRAFFIC REPORTS, COLOUR PERSPECTIVE ELEVATIONS, COASTAL SETBACK REPORTS, VISUAL IMPACT ASSESSMENT, AND ACOUSTIC REPORTS.