

DATE OF LODGEMENT	
ASSESSMENT NUMBER	



APPLICATION NUMBER	
RECORD NUMBER	

SHIRE OF SHARK BAY

65 KNIGHT TERRACE, DENHAM

PO BOX 126, DENHAM WA 6537

TOWN PLANNING SCHEME NO ____ ZONING SCHEME

PLANNING APPLICATION

ADMINISTRATION CHECKLIST (OFFICE USE ONLY)		BRIEF DESCRIPTION OF PROPOSED USE(S) OR DEVELOPMENT	OWNER DETAILS	OWNER DETAILS (MORE THAN 1X OWNER)
ADMINISTRATION CHECKLIST			Name:	
1	Check to make sure all the forms are completed, as well as the front of the envelope.			
2	The Application has been assigned an Application number (Open the Building & Planning Applications - Yearly Checklist Spreadsheet to see which number should be assigned next).		Postal Address:	
3	Fees Paid + Applicant was given a receipt and a copy of the receipt has been placed in the envelope.			
4	Blue fields in the Yearly Checklist Spreadsheet have been completed.		Tel: Fax:	
5	Envelope has been date stamped as well as the Envelopes contents (All contents).		Mob:	
6	The Application has been recorded, attached and saved in Synergy. (See the standard on how to record an Application).		Email:	
7	The Application has been emailed to the Planning Officer.			DEVELOPMENT ADDRESS
8	If the Application has A3 plans you will need to send the Planning Officer the Shire's copy by mail. Were the plans sent?	Is any part of the building going to be pre-constructed or pre-assembled transported and placed onto the lot in whole or in parts? Yes <input type="checkbox"/> No <input type="checkbox"/>	SIGNATURE OF OWNER DATE	Lot/loc:
9	The Application has been filed on the Record Officer's Desk with the other pending Applications.		APPLICANT DETAILS	Street/Road:
			Name:	Locality:
			Postal Address:	Title Details:
				Description of Land:
				Volume:
				Folio:
			Tel: Fax:	Plan/Deposited Plan No:
			Mob:	Estimate Time for Construction:
			Email:	If the land is Unallocated Crown Land (UCL) you may need to organise an owners signature by the Department of Lands. If the land is a crown reserve you may require signature of the agency to which the reserve is vested. Please clarify ownership of crown land prior to lodgement of applications.
			SIGNATURE OF OWNER DATE	
		FEES (OFFICE USE ONLY)		
		APPROXIMATE COST OF PROPOSED DEVELOPMENT:		
		Planning Fee:		
		Date Paid:		
		Receipt No:		