



# SHIRE OF SHARK BAY PLANNING APPLICATION INFORMATION

This information sheet has been compiled to assist applicants to prepare and lodge an application seeking planning approval for a proposed development.

## 1. DIFFERENCE BETWEEN PLANNING AND BUILDING

Planning approvals and building permits are different and are controlled by different legislation. This means that you may need to apply for planning approval, or a building permit, or both depending on your proposed development or land use.

If your development does require planning approval, you must obtain the planning approval before lodging an application for a building permit. Site plans, elevations and floor plans are required for a planning application, however more detailed construction drawings are required for the separate building application process.

The Shire has a separate Building Permit application checklist.

## 2. WHEN PLANNING APPROVAL IS REQUIRED

It is important to note that planning approval may be required not only for new construction but also for a change in land use or establishing a new land use on a property.

Examples of when a planning application is required include but are not limited to:

- A single house, extension or outbuilding on a residential lot that entails a variation to the Residential Design Codes;
- An ancillary dwelling;
- A repurposed or second hand dwelling;
- Alterations or additions to a public building, commercial or industrial building;
- Any works that have potential to change the external appearance of a public building, commercial or industrial building;
- Any works for a building that is identified on a local or state heritage list;
- A change of land use (e.g. office to shop);
- A Holiday House or Tourist Development;
- Commercial uses, Industrial uses and Rural businesses.

To find out if planning approval is required for your proposal, please send an email including details of the proposed development to: [admin@sharkbay.wa.gov.au](mailto:admin@sharkbay.wa.gov.au)

### 3. PLANNING APPLICATION TIMEFRAMES

All applications are lodged with the Shire and have to be assessed under the Shire's Local Planning Scheme. The Shire has 60 days to process an application.

If an application has to be advertised for public comment, the Shire has 90 days to process the application (unless otherwise agreed to).

All applications are referred to the Shire of Shark Bay Council for determination. If an application has to be advertised, then all advertising is usually conducted prior to any report being referred to Council, so that Council can consider any submissions that have been lodged.

The Shire will process the application as quickly as possible, however delays may occur if your application is incomplete, or more information is needed to accurately assess your application.

### 4. LODGING A PLANNING APPLICATION

- Please complete the Planning Application Checklist included in this document.
- Please make sure you complete all sections on the Planning Application Form and the form is signed correctly.

The Form is to be signed by the registered proprietor/s as shown on the certificate/s of title.

Where the landowner/s cannot sign, an authorised agent can sign and attach evidence of the authority.

If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company and state the full name/s and position/s of the company signatory/ies.

Appropriate company signatory/ies include one director and the company seal, two directors or one director and one secretary.

Example:

\_\_\_\_\_  
John F. Smith - Director  
Smith Pty Ltd Smith Pty Ltd

\_\_\_\_\_  
Peter S James - Director

Or

\_\_\_\_\_  
John F. Smith - Sole Director  
Smith Pty Ltd

If the subject land is owned by a strata company, consent can be signed by the strata company secretary or by an elected person of the strata company providing proof of authority either by letter of delegated authority, signed by all strata owners or minutes showing delegated authority.

- You must lodge at least two (2) sets of plans including:
  - A scaled accurate site plan with levels in Australian Height Datum and contours.
  - Elevations/ view from all lot boundaries.
- The planning application is to be lodged to the Shire of Shark Bay with payment of the applicable application fees (fees listed below).
- The Shire will refer the Planning Application to an external planning consultant for assessment.
- A report on the application will be prepared to be considered by Council.
- All applications have to be referred to a full Council meeting for determination. Meetings are held on a monthly basis – Council meeting dates can be found at <http://www.sharkbay.wa.gov.au>
- There is no guarantee that your application will be referred to the next available Council meeting. The application process can be delayed if the application has to be advertised for public comment, or if additional information on the proposal is required.
- Applications cannot be referred to Council until after a full planning assessment and any required advertising is complete.
- Have any more questions? Please check the ‘Commonly Asked Questions about Planning Applications’ Document included in the Planning Application Kit or available on our website.
- You can contact the Shire’s Planning Consultant (available Tuesday to Friday) if you have any questions on the application requirements or planning process:

Liz Bushby - Town Planning Innovations  
 Phone: 0488 910 869  
 Email: [liz@tخطيط.com.au](mailto:liz@tخطيط.com.au)

## 5. PLANNING APPLICATION FEES

Fees are in accordance with the Planning and Development Regulations 2009, and most fees work on a sliding scale. The applicant must provide an estimate of the cost of development from which fees are to be calculated at the time of lodgement. Where a local government is not satisfied that the estimated cost is a reasonable estimate of the proposed development, it may require the applicant to provide additional information to justify the cost.

Estimated Cost of the Development	Required Fee
Value of Project not more than \$50,000	\$147.00
\$50,000 but no more than \$500,000	0.32% of the estimated cost of development
\$500,000 but not more than \$2.5 million	\$1,700 plus 0.257% for every dollar in excess of \$500,000
More than \$2.5 million but not more than \$5 million	\$7,161 plus 0.206% for every dollar in excess of \$2.5 million
More than \$5 million but not more than \$21.5 million	\$12,633 plus 0.123% for every dollar in excess of \$5 million
More than \$21.5 million	\$34,196