



West Coast Council



Information that may assist you when lodging a Planning & Building application

Whether you are building a new house, making some alterations or erecting a sign planning and building approvals maybe necessary. Providing the right information will ensure that you receive an approval as quickly as possible.

Please find enclosed some information that may assist you when lodging your application depending on the proposed development you wish to undertake.

New Buildings - Alterations and Additions to existing buildings:

- Site plan to a scale of no less then 1:200 (Must include all the information included in the booklet on how to prepare a development application).
- Elevation plans of the proposed alterations/additions
- Floor plan of the existing house and proposed alteration/addition
- Foundation/footing plan of the proposed alteration/addition
- Written specifications
- Soil classification must be provided with all new dwelling applications
- Copy of Certificate of Title & Title plan

Relocation/Demolition:

Should you wish to relocate a building/dwelling:

- Certificate of Title and Plan;
- Site plan indicating the location of the building/dwelling, access, adjoining properties and their approx locations;
- Photos are always a good way to show the building details.
- Relocation bond of \$4,000 is required this amount needs to be paid upon lodgement of the application. (This is refundable upon clean up of the block).



Change of Use:

- **Certificate of Title and Plan;**
- **Letter outlining your proposal including:**
 - **What the change of use is for;**
 - **Employment;**
 - **Carparking;**
 - **Signage.**
- **Site plan to a scale of no less than 1:200 showing:**

existing buildings, boundaries, driveway access, patron carparking if it is a commercial use & adjoining properties and their approx location and the location of any signage that may be included in the application.
- **Floor plan of the existing building and plans for any building works that may be undertaken to convert the change the use.**
- **Signage plans – Description, Colours, dimensions – If signage is to be included in the same application.**

Signage:

- **Detailed site & location plan at a scale no less than 1:200;**
- **Certificate of Title and Title Plan for the land on which the signs are to be located;**
- **Where the applicant is not the owner of the land for which the permit is sought, an application must be signed by the owner or include a declaration by the applicant that the owner has been notified of the application;**
- **Plans showing size and dimensions;**
- **Colours etc**
- **Sufficient documentation to demonstrate performance in accordance with the relevant acceptable solutions or performance criteria under the scheme.**

All applications have fees that are required upon lodgement and must include a completed application form signed in all the relevant sections.

Please ensure that if you are undertaking any works that will require stormwater approval that the application for plumbing permit is completed.

Not completing the relevant forms may hold up your application and your approval may be delayed.

Please contact Council's Planning & Building Department should you have any further queries regarding your application.

All applications are assessed under the West Coast Planning Scheme 2000.