Shire of Serpentine Jarrahdale

Application for Development Approval

PROPERTY DETAILS OF PROPOSED DEVELOPMENT		
Lot No:	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g easements, restrictive covenants):		
Street Name:	Suburb:	
Nearest Street Intersection:		

PROPOSED DEVELOPMENT		
Nature of Development:	☐ Works ☐ Use ☐ Works and Use	
Is an exemption from development claimed for part of the development?	☐ YES	☐ NO
If yes, is the exemption for:	☐ Works	☐ Use
Description of proposed works and/or land use:		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use:		
Approximate cost of proposed development (Excluding GST): $		
Estimated time of completion:		

Office Use Only	
Fees Paid:	Date Received:
Receipt No:	Payment Method:
Application Number:	Acceptance Officers Initials:

Contact Us

Enquiries
Call: (08) 9526 1111
Fax: (08) 9525 5441
Email: info@sjshire.wa.gov.au

In Person
Shire of Serpentine Jarrahdale
6 Paterson Street, Mundijong WA 6123
Open Monday to Friday 8.30am-5pm (closed public holidays)

www.sjshire.wa.gov.au

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OWNER DETAILS	
Name:	
ABN (if applicable):	
Address: Post Code:	
Phone:	Email:
Mobile:	
Contact Person for Correspondence:	
Signature:	Date:
Signature:	Date:
*The signature of **ALL** owner(s) is required on all applications. This planning 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).*	

APPLICANT DETAILS (if different from owner)	
Name:	
Address: Post Code:	
Phone:	Email:
Mobile:	
Contact Person for Correspondence:	
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. ◯ YES ◯ NO	
Signature:	Date:

Note: Decision letter will be sent to applicant

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PLANNING APPLICATION CHECKLIST

INFORMATION REQUIREMENTS	Applicant	Office
Completed Application for Development Approval signed by property owner(s) and applicant (if applicable)	☐	☐
Appropriate Fee	☐	☐
Copy of Current Certificate of Title with Diagram and Strata Plan where applicable – These can be obtained from www.landgate.wa.gov.au	☐	☐
Detailed written statement in support of the proposal including:	☐	☐
• Full details of the use/development.	☐	☐
• Compliance with Scheme/ R-Codes/Policies/Design Guidelines/ Local Development Plans.	☐	☐
• Justification addressing any proposed variations.	☐	☐
Lots identified in Bushfire prone areas require the following: (Check requirements with Shire's Fire and Emergency Services Department – 08 9526 1160)	☐	☐
• Bushfire Attack Level (BAL) Assessment.	☐	☐
Site Plan - 2 copies required* (1 set is preferred to be submitted on USB or CD) To be on a scale of 1:100, 1:200 or 1:500 that includes the following:	☐	☐
• The location of the site including street names, lot numbers, north point, scale bar and dimensions of the site.	☐	☐
• Location, height and type of existing structures and environmental features to be retained.	☐	☐
• Location of proposed buildings including dimensions, setbacks and their features (e.g. air conditioning units, solar panels, hot water systems etc).	☐	☐
• Structures and environmental features that are proposed to be removed (including trees/vegetation).	☐	☐
• Existing and proposed means of access for vehicles and pedestrians to and from the site (including where relevant roads, cross overs, car parking and manouvering).	☐	☐
• Details of open space and outdoor living areas.	☐	☐
• Site levels and floor levels.	☐	☐
• Method of storm water treatment.	☐	☐
• Location and Details of fencing if proposed within the street front setback.	☐	☐

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• Location and details of excavation/fill and method of retaining (when applicable).	☐	☐
• Existing and Proposed contours and levels if the fall across the lot is greater than 0.5m.	☐	☐
• Location of bin enclosures (when applicable).	☐	☐
Full Floor Plan (2 copies *) scale not less than 1:100	☐	☐
Elevation Plans (2 copies *) scale not less than 1:100 including:	☐	☐
• All proposed buildings and signage (when applicable) showing building style, materials, colours and finishes.	☐	☐
• Ground levels, wall heights and roof heights.	☐	☐
Heritage Area Application to include the following (map of heritage areas available at http://www.sjshire.wa.gov.au/online- mapping/):	☐	☐
• Street elevations drawn as one continuous elevation to a scale not smaller than 1:100 showing the proposed development and the whole of the existing development on each lot immediately adjoining the land the subject of the application.	☐	☐
• A detailed schedule of all finishes, including materials and colours of the proposed development.	☐	☐
• A description of the finishes of the existing developments on the subject lot and on each lot immediately adjoining the subject lot.	☐	☐
Detailed Landscape Plan (NOT for single residential development or signage applications)	☐	☐
Detailed Feature Survey	☐	☐
Any further information that the Shire may reasonably require to understand and assess the proposed development	☐	☐

Applications will only be accepted if they are accompanied by the complete package of information as detailed above, including this Checklist, and signed by the Applicant below.

……	……	……..
Signature	Print Name	Date

Note 1: The above information is required to enable an initial assessment of the application only. If required the Shire may request additional information to facilitate the assessment process.

* If the plans are larger than A3, you are required to provide an electronic copy or A3 set of plans and one set to scale.

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