Shire of Collie
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PLANNING APPLICATION GUIDE

This guide has been provided to help you submit a complete and correct application for planning approval to enable the Shire's Planning Department to properly assess your proposal and arrive at a fair determination. It applies to all development within the Shire requiring planning approval under the relevant clauses set out in Local Planning Scheme No. 5 (LPS 5) and Schedule 2 Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.

Queries regarding specific sites or development should be directed to the Shire's Planning Department. For larger applications, applicants are encouraged to arrange an appointment with planning staff prior to lodgement. Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of the application. If you wish to discuss your proposal with planning staff prior to lodgement of an application an appointment is necessary. Appointments can be made by phoning (08) 9734 9000 or via email to colshire@collie.wa.gov.au. Queries may also be directed to these contacts.

The planning application must consist of the following (unless otherwise agreed):

- A completed **Application for Planning Approval Form**.
- A **Covering Letter** addressed to the Chief Executive Officer detailing the development proposal and addressing any important issues.
- A completed **Planning Application Checklist**.
- Two copies of a full **site plan**, **floor plan** and **elevation** drawings of all aspects (views) of the proposal. One stamped set will be returned to you at the completion of the planning assessment process.
- Payment of the relevant **Planning Application Fees**, as set out in the *Planning and Development Regulations 2009* or prescribed under the *Local Government Act 1995.*

Under the *Planning and Development Act 2005* the period allowed for the Shire to assess an application for planning approval is 60 or 90 days depending on whether or not public consultation is required for the application.

Please note that "the clock stops" if sufficient information has not been provided to enable assessment of the planning application. If insufficient information has been provided you will be informed in writing as soon as practical after receiving your application.

The period between a request for further information and the time the information is provided to the satisfaction of the Shire Planner is not counted in the period allowed for assessment of the planning application.

Similarly, the clock does not start, nor processing of the application commence, until the relevant fees are paid.

PLANNING APPLICATION CHECKLIST

This checklist is to ensure that development applications are complete before they are accepted and registered as received applications. The reasons for requiring complete applications include:

1. The information is required under the Shire of Collie's Local Planning Scheme No. 5 and therefore required by law.
2. Assessment cannot be carried out by a planning officer until all information is received;
3. Completed information reduces delays.

Required Information		**Please Tick**
1.	Application for Development Approval form completed and signed by **all of** the owner/s of the land and the applicant (if different from the owner)	
2.	Payment of the appropriate planning application fee (refer to Planning Fees Schedule [attached])	
3.	Detailed written statement in support of the proposal including: • Full details of the use/development • Compliance with Local Planning Scheme/R-Codes/Policies • Justification for any proposed variations to development requirements.	
4.	(a) Two (2) copies of a plan or plans showing the following- (i) the location of the site including street names, lot numbers, north point and the dimensions of the site; (ii) the existing and proposed ground levels over the whole of the land the subject of the application; (iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site; (iv) the structures and environmental features that are proposed to be removed; (v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site; (vi) the existing and proposed means of access for pedestrians and vehicles to and from the site; (vii) the location, number, dimensions and layout of all car parking spaces intended to be provided; (viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas; (ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed	

	to develop the open storage or trade display area; (x) the nature and extent of any open space and landscaping proposed for the site; and (b) plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained; and (c) a report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies; and (d) any other plan or information that the local government reasonably requires. **All plans and details must be legible, drawn to scale and include the Lot and Street address and Owners details**	

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

_____

Applicants Signature/s **Print Name** **Date**

Notes:

1. *The above information is required to enable an initial assessment of the application only.*
2. *If required the Shire may make a further request for additional supporting information to facilitate the assessment process. Compliance with the checklist does not necessarily mean that the proposal will be approved.*
3. *This is **not** an application for a Building Permit. A Separate application for a Building Permit must be made and granted before development commences.*

SHIRE OF COLLIE APPLICATION FOR DEVELOPMENT APPROVAL FORM

OFFICE USE ONLY	
Acceptance Officer's initials:	Assessment No:
Date received:	Planning Application No: Receipt No:

Owner/s details		
Name/s:		
ABN (if applicable):		
Address:		
		Postcode:
Phone: (work): (home): (mobile):	Fax:	E-mail:
Contact person:		
Signature:		Date:
Signature:		Date:
The signatures of all of the owner(s) is required on all applications. This application will not proceed without that signature. ***For the purpose 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:		
		Postcode:
Phone: (work): (home) (mobile):	Fax:	E-mail:
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:

Property details		
Lot No:	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title Encumbrances (Easements, restrictive covenants): Attach relevant documents.		
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 uses:	
Approximate cost of proposed development:	
Estimated time of completion:	

SCHEDULE 2 ADDITIONAL INFORMATION FOR DEVELOPMENT APPROVAL FOR ADVERTISEMENTS

[cl. 86]

Note: to be completed in addition to the Application for Planning Approval form

1.	Description of property upon which advertisement is to be displayed including full details of its proposed position within that property:			
2.	Details of proposed sign:			
	(a)	Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):		
	(b)	Height:	Width:	Depth:
	(c)	Colours to be used:		
	(d)	Height above ground level —		
		• (to top of advertisement): • (to underside):		
	(e)	Materials to be used:		
		Illuminated: Yes / No If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:		
3.	Period of time for which advertisement is required:			
4.	Details of signs (if any) to be removed if this application is approved:			
	Note:	This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 4 above.		
	Signature of advertiser(s): (if different from land owners)			
	Date:			

Shire of Collie
Schedule of Planning Fees
Planning and Development Regulations 2009
2015/2016

Item	Planning Service	Maximum fee
Part 1 – Statutory Fixed Fees		
1.	Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is —	
	(a) not more than $50 000	$147
	(b) more than $50 000 but not more than $500 000	0.32% of the estimated cost of development
	(c) more than $500 000 but not more than $2.5 million	$1 700 + 0.257% for every $1 in excess of $500 000
	(d) more than $2.5 million but not more than $5 million	$7 161 + 0.206% for every $1 in excess of $2.5 million
	(e) more than $5 million but not more than $21.5 million	$12 633 + 0.123% for every $1 in excess of $5 million
	(f) more than $21.5 million	$34 196
2.	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee
3.	Residential Design Code (R-Code) Variation	$139
4.	Determining a development application for an extractive industry where the development has not commenced or been carried out	$739
5.	Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 4 plus, by way of penalty, twice that fee
6.	Providing a subdivision clearance for —	
	(a) not more than 5 lots	$73 per lot
	(b) more than 5 lots but not more than 195 lots	$73 per lot for the first 5 lots and then $35 per lot
	(c) more than 195 lots	$7 393
7.	Determining an initial application for approval of a home occupation where the home occupation has not commenced	$222
8.	Determining an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 7 plus, by way of penalty, twice that fee

Item	Planning Service	Maximum fee
Part 1 – Statutory Fixed Fees		
9.	Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	$73
10.	Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired	The fee in item 9 plus, by way of penalty, twice that fee
11.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	$295
12.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out	The fee in item 11 plus, by way of penalty, twice that fee
13.	Providing a zoning certificate	$73
14.	Replying to a property settlement questionnaire	$73
15.	Providing written planning advice	$73
Part 2 – Maximum Fees: Scheme Amendments, Structure Plans and Local Development Plans		
1.	Lodgement of Structure Plans and Local Development Plans *(Note: Unused Fees to the maximum value of $500 may be refunded to applicant upon consideration of request if the proposal is not approved/ initiated)*	$1056.00
2.	Executive Manager/ Shire Planner	$88.00 per/hour
3.	Environmental Health Officer	$36.86 per/hour
4.	Administrative Assistance	$30.20 per/hour
Part 3 – Council Fees		
1.	Advertising required for all 'A' use classes, and any discretionary 'D' uses, Home Based Businesses and contentious issues as required	$161.60 (For advertising up to 14 days maximum of 1 newspaper circulation) $322.60 (For advertising up to 21 days, minimum of 2 newspaper circulations)
2.	Issue of Section 40 Certificate (Liquor Act)	$100.00