

HOW TO SUBMIT A PLANNING APPLICATION

The process for applying for a Planning Approval can be an intimidating experience as there are numerous **legal requirements** that it is necessary to comply with even as part of making the application.

In an attempt to make the process as user friendly as possible, the Shire of Broome asks that you read the following information and complete the easy to use 'checklist' to ensure all requirements have been met **before the application is lodged**.

Please note that incomplete applications may not be accepted and refusal of planning consent may occur where insufficient information has been provided.

Some important general points to be aware of:

- Incomplete applications may not be accepted
- The Shire may request extra information in order to assess your application
- Provision of insufficient information may result in the refusal of your planning application
- Diagrams/Plans are required to show specific and detailed information (as covered in the 'Checklist' attached) and they are to be drawn to scale in a professional manner.
- In accordance with Town Planning Scheme requirements, the statutory time limit for assessing applications for Planning Approval is sixty days and applications are 'deemed to be refused' once this time limit is passed. An extension may be granted with the agreement of both the applicant and the Shire.

Your application package to the Shire should consist of:

1. A **Letter** addressed to the Chief Executive Officer outlining the proposal in detail and addressing any specific issues
2. A completed **Application for Planning Approval Form**
3. A completed **'Checklist'** (as per attached)
4. **Payment** of the relevant fees. Please note that payments for Residential applications will not be receipted until the application has been checked to ensure all relevant information has been provided (as per the checklist).
5. **Three (3) copies** of accompanying **diagrams showing required information**
6. **Special information requirements (Residential)** as set out under the Residential Design Codes of WA (**R Codes**) – if your application is related to a Residential property and associated development (ie: outbuildings).

DETAILED INFORMATION REQUIRED TO BE SHOWN ON YOUR APPLICATION/PLANS IS COVERED ON THE FOLLOWING CHECKLIST.

If you have any queries regarding zoning, development standards or applications for planning consent, please contact Council's Planning Services Department on **(08) 9191 3456**

CHECKLIST

1) "A Letter addressed to the Chief Executive Officer outlining the proposal in detail and addressing any specific issues."

| Provided | Not Applicable | Sending in later | |
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| | | | LETTER OUTLINING PROPOSAL IS INCLUDED AS PART OF APPLICATION PACKAGE (Taking note of the any issues that require 'justification' as per below). |
| | | | WRITTEN JUSTIFICATION WHERE ACCEPTABLE DEVELOPMENT PROVISION(S) OF THE RESIDENTIAL DESIGN CODES (R CODES) HAVE NOT BEEN SATISFIED – Written justification is required to address <u>each of the specific dot points</u> of each specific criterion stated in the R Codes and may require additional Plans/Diagrams to demonstrate compliance (Refer to section 6 "Special Information Requirements as set out under the Residential Design Codes of WA – R Codes" for some common issues that require addressing). |

2) "A completed Application for Planning Approval Form."

| Provided | Not Applicable | Sending in later | |
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| | | | COMPLETED APPLICATION FOR PLANNING APPROVAL FORM IS INCLUDED AS PART OF APPLICATION PACKAGE (Taking note of the following). |
| | | | SIGNATURES ON APPLICATION FORM - Application must be signed by <u>ALL LANDOWNERS</u> . Original signatures only, no faxed copies will be accepted. Proof of ownership may be requested. |

| Provided | Not Applicable | Sending in later | |
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| | | | STRATA TITLED PROPERTIES – if your property is Strata titled and there is an impact on common property, advice of support of the Body Corporate must be supplied in the manner of the seal of the Body Corporate, or the signed approval (on the application form or an attached form) of <u>all owners</u> within the strata property. A copy of the Strata Plan would be appreciated to determine common property areas and may reduce delays in processing your application. |
| | | | <p>COMPANIES – Where a company is the legal landowner and/or applicant, the <u>company seal</u> must be affixed to the original application form, or if no company seal is utilized, the original of the application form must be signed by <u>two directors of the company or the director and secretary</u> (if applicable) as per the following example:</p> <p style="text-align: center;">“Executed by Windham Cinema Pty Ltd (ACN 123 456 789) Signature of Full name of Director”</p> |

3) “A completed ‘Checklist’ (as per attached).”

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| | | | THIS COMPLETED CHECKLIST IS INCLUDED AS PART OF APPLICATION PACKAGE. |
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4) “Payment of the relevant fees.”

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| | | | FEE PAID AT TIME OF LODGEMENT (as detailed in “Planning Services Schedule of Fees”). Please note that payments for Residential applications will not be receipted until the application has been checked to ensure all relevant information has been provided (as per the checklist). |
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5) “Three (3) copies of accompanying diagrams showing required information.”

| SITE PLAN | | | |
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| | | | SCALE OF PLAN – to be not less than 1:200. |
| | | | STREET NAME AND LOT NUMBER |
| | | | SITE DIMENSIONS/AREA |
| | | | SCALE BAR & NORTH POINT |
| | | | EXISTING CONTOURS AND LEVELS – provide a 1:200 scale site plan with a floor plan and extent of eaves projections along with existing and proposed levels to an established datum, including contours at maximum intervals of 0.5m and spot levels at all boundaries at intervals not greater than 5m and at all corners or deviations of the boundary. If the fall across the lot is less than 0.5m then no contour is required. |
| | | | EXISTING AND PROPOSED BUILDINGS/STRUCTURES/WALLS/FENCES/RETAINING WALLS (Mark on plans what is existing and what is proposed) – Show the horizontal position (relative to the established datum), floor levels and positions of all openings of any existing and proposed buildings or part of a building (including garages, verandahs, outdoor living areas etc) on the subject property and within 7.5 m of your side or rear boundary. |
| | | | ACCESS AND PARKING (Mark on plans what is existing and what is proposed) – the position and width of paved vehicle driveways, pedestrian access ways and parking spaces (both existing and proposed) and if any are to be removed as part of the development. Note on plan the number and dimensions of parking spaces. |
| | | | STRUCTURES AND TREES TO BE REMOVED – including indication on plans the location of any trees within the road reserve or on the site and whether or not it is proposed (or necessary) to remove or relocate such trees. |
| | | | AREAS TO BE LANDSCAPED – provide general details on a site plan of any areas proposed to be sealed/paved/gravel/crackerdust, areas to remain as pindan and areas to be landscaped. Detailed information (ie: plant species, materials, etc) is <u>not required</u> on your site plan. Please refer to the ‘Detailed Landscaping Plans’ section, where if this is required, it is necessary to provide a separate landscaping plan detailing species, materials, etc. |
| | | | PROPOSED FINISHED LEVELS OVER THE SITE – including specific details of the location and extent of any proposed excavation or fill on the site. If no cut or fill of the site is proposed then no additional details will be required. |
| | | | SERVICE AREAS LOCATION (if applicable) |
| | | | SIGNAGE (if applicable) – position of existing and proposed |
| | | | BIN ENCLOSURES (if applicable) |

| Provided | Not Applicable | Sending in later | |
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| FLOOR PLAN | | | |
| | | | SCALE OF PLAN – to be not less than 1:100. |
| | | | SHOW ALL PROPOSED BUILDINGS (INCLUDING OUTBUILDINGS) INDICATING THE USE OF EACH AREA WITHIN THE BUILDING (eg: shed, workshop, laundry, toilet, etc). |
| | | | DISTANCES FROM BOUNDARIES OF THE SITE |
| ELEVATION PLAN | | | |
| | | | SCALE OF PLAN – to be not less than 1:100. |
| | | | SHOW ALL PROPOSED BUILDINGS AND SIGNAGE – Showing building style, materials, colours and finishes of the exterior of the building. |
| | | | GROUND LEVELS, WALL HEIGHTS AND ROOF HEIGHTS – Showing the existing and natural levels related to the established common datum. |
| CROSS SECTION PLAN | | | |
| | | | SCALE OF PLAN – to be not less than 1:100. |
| | | | EXCAVATION OR FILLING – Showing relevant existing, natural and proposed levels related to the datum. |
| | | | GROUND LEVELS, WALL HEIGHTS AND ROOF HEIGHTS – Showing the existing and natural levels related to the common datum. |
| DETAILED LANDSCAPE PLAN <i>(NOT required for Single Residential Development or Signage applications. Where required, this is in addition to providing general landscaping information on your site plan).</i> | | | |
| | | | SCALE OF PLAN – to be not less than 1:500. |
| | | | NORTH POINT |
| | | | LOCATION, DIMENSIONS AND DESIGN (BOTH ON-SITE AND VERGE) – include nature and extent of driveways, accessways, pathways, paving, lawn, garden bed, trees, water features etc. Indicate areas existing and proposed. |
| | | | EXISTING PLANTINGS THAT ARE TO REMAIN – provide species names (ie: Coconut, Eucalyptus) |
| | | | PUBLIC UTILITIES – indicate any on verge area and where they enter property (ie: water, telephone, overhead power lines, etc) |
| | | | RETICULATION – provide details (eg: fully automatic, 12 station, pop up sprinklers, trickle to garden beds). |
| | | | PLANT SELECTION – Provide species names of proposed plants, show to scale on plan |
| | | | HARDSCAPING – Show all garden edging and describe materials (eg: concrete kerbing, half pine logs, etc) |
| | | | GARDEN BED TREATMENT – (eg: vegetable mulch, groundcovers – list species, mulch depth) |
| 6) “Special information requirements (Residential) as set out under the Residential Design Codes of WA (R Codes)” <i>Please note that the Residential Design Codes (R-Codes), produced by the Western Australian Planning Commission (WAPC), apply to all Residential Developments and all developments within a Residential zone. The R-Codes can be viewed on the WAPC website – www.planning.wa.gov.au. Listed herewith are some common issues</i> | | | |
| | | | <p>ACTIVE HABITABLE SPACE –Where a proposed major opening to an Active Habitable Space is less distant from the nearest point of common boundary than the setbacks set out in Element 8 - Privacy the following information shall be provided:</p> <ul style="list-style-type: none"> the position and dimensions of any balcony or major openings to any Active Habitable Space in any wall of an adjoining building which is visible from the development site and is located within 6m of a boundary of the developmental site; the position and level of any accessible area (e.g. of lawn, paving, decking, balcony or swimming pool) on any adjoining property and within 6m of a boundary of the development site; provision of additional or marked up plans and sections showing the cone of vision and critical lines of sight from those major openings as they relate to the adjoining property; and details of screening or other measures proposed to be utilised to reduce overlooking. |

| Provided | Not Applicable | Sending in later | |
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| | | | <p>HERITAGE LISTED - Where an existing place on the State Heritage Register or Heritage List of the Scheme is proposed to be demolished, or its external appearance significantly altered, provision of:</p> <ul style="list-style-type: none"> • a copy of any heritage assessment or report or conversation plan that has been previously been carried out for the place; • photographs of the place or parts of the place proposed to be affected; and • a justification for the proposal, as in 2.4.6 (Written Justification). |
| | | | <p>LOTS ADJACENT TO 'RIGHT OF WAY' (R.O.W), 'PUBLIC ACCESS WAY' (P.A.W.) OR BATTLEAXE LOT - Include a LOCATION PLAN showing the location and the width of the adjoining feature in relation to your property.</p> |
| | | | <p>ROOF OVERHANG/EAVES - Show the extent of the overhang of any roof/eaves or other architectural feature.</p> |
| | | | <p>CONSTRUCTION IN FRONT OF DWELLING - Provide design details of any FENCE or WALL proposed to be constructed between the front of the dwelling and the street. The proposed location must also be shown on the SITE PLAN. Note that a fence is not permitted to be constructed as part of this development if this information is not included on the plans submitted.</p> |
| | | | <p>GARAGE DOORS - Garage door(s) are to be marked on the plans as such, if proposed.</p> |
| | | | <p>SEPARATE SCREENS/DOORS/GATES/FENCES - Provide the location and details of any proposed physical features, screens, doors/gates, fences and the like, that are separate to the building on the site.</p> |
| | | | <p>CAR PARKING - The location of the vehicle turn-around area on site if any car parking spaces are more than 15m from the front boundary, or if the street is a 'Primary Distributor' or higher category road (i.e. Frederick St, Guy St, Broome Rd, part Cable Beach Rd and part Hamersley St.)</p> |
| | | | <p>RETAINING WALLS - Indicate the location and extent (including design details) of any existing or proposed retaining wall(s).</p> |
| | | | <p>FLOOR LEVELS GREATER THAN 0.65M ABOVE NATURAL GROUND LEVEL – This is calculated at any point on the site relative to the surveyed height of any boundary in proximity to the building or feature. Demonstrate compliance of all windows deemed as "major openings" under the R- Codes if they are at 1st floor level or at ground floor level if the floor level is greater than 0.5m above natural ground level.</p> |
| | | | <p>OUTDOOR LIVING/ENTERTAINING AREAS RAISED GREATER THAN 0.5M (SETBACKS) AND 0.65M (PRIVACY SCREENING) ABOVE NATURAL GROUND LEVEL - Demonstrate compliance under the R-Codes of any outdoor living/entertaining areas that are raised more than 0.5m above natural ground level (as measured at the boundary(ies)).</p> |
| | | | <p>SOLAR PANELS/HOT WATER SYSTEMS/AIR-CONDITIONING UNITS - Indicate on plans the location and design detail of any proposed solar panels, hot water systems and air-conditioning units that are not integrally designed with the dwelling. Note that such plant and equipment should not be visible from the street.</p> |
| | | | <p>ANTENNAS - Indicate on plans any proposed antennas (excluding standard domestic TV or radio antennas) or satellite dishes. Note that these should not be visible from the street.</p> |
| | | | <p>OUTDOOR LIVING AREAS - Indicate the location and extent of the outdoor living area required under Element 3.4.2 of the R-Codes.</p> |
| | | | <p>MULTIPLE DWELLING DEVELOPMENTS and for all proposed developments which include communal open space, the provision of a landscape development plan covering the matters set out in 3.4.5 (Landscaping Requirements) of Element 4 – Open Space. Such a plan may, if the proponent chooses, be in outline form in the initial application, subject to submission and approval of the detailed plan, including a written maintenance manual, prior to the issue of a Building Licence.</p> |
| | | | <p>STRATA LOT BOUNDARIES - Indicate the location of any existing or proposed strata lot boundaries. For Grouped or Multiple Dwellings, if no strata or green title subdivision is proposed then artificial boundaries will need to be shown to demonstrate compliance and enable assessment of compliance with all provisions of the R-Codes. Generally, the artificial boundary line will reflect the fence line dividing each grouped dwelling.</p> |
| | | | <p>GROUPED AND MULTIPLE DWELLINGS -EXISTING DWELLINGS - Annotated elevations and further written details, as relevant, of upgrades proposed to any existing dwelling(s) on the property, as required in Element 3.2.9 of the R-Codes.</p> |
| | | | <p>GROUPED AND MULTIPLE DWELLINGS - COMMUNAL OPEN SPACE - Indicate the location and extent of any communal open space proposed, including the extent and design details of any fencing around the open space and access/egress points for pedestrians.</p> |

| Provided | Not Applicable | Sending in later | |
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| | | | GROUPED AND MULTIPLE DWELLINGS - CAR PARKING -Provide details of whether each car bay provided for the development is exclusive to a particular dwelling or if it is visitor parking (equivalent to common property in a strata titled development). Any car bays proposed to be roofed must also be shown as such, with plans, elevations and design details of the roofing structure(s). |
| | | | GROUPED AND MULTIPLE DWELLINGS – SCREENING - Indicate on plans the location and screening treatment (as necessary) of any clothes drying areas and bin storage areas. |
| | | | GROUPED AND MULTIPLE DWELLINGS - STORAGE AREAS - Indicate the location of the required storage area (minimum 4sqm internal with a minimum dimension of 1.5m) for each dwelling. |

PLEASE NOTE THAT ADDITIONAL INFORMATION TO THAT DETAILED ABOVE MAY BE REQUESTED BY THE SHIRE IN ORDER TO FULLY ASSESS A PROPOSAL.

PLEASE ENSURE 'CHECKLIST' IS COMPLETED AND LODGED AS PART OF THE APPLICATION PACKAGE WITH THE SHIRE.