



Shire of Denmark

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PLANNING SERVICES INFORMATION SHEET: PLANNING APPLICATION REQUIREMENTS

Generally all development within the Shire of Denmark requires planning approval to be obtained prior to commencement of development/use as per the provisions of Town Planning Scheme No. 3 (TPS No. 3). Planning Services staff are able to advise whether planning approval is required or not, including any other approvals that may be relevant (i.e. building permit, septic tank approval etc).

When planning approval is required to be obtained, the following minimum information is required to be lodged with the Shire of Denmark to enable an assessment to be undertaken:

- Completed 'Application for Planning Consent' form
 - The application form needs to be signed by all landowners (including strata owners) or else the application will be deemed incomplete and will not be processed until such time as all landowner's signatures have been obtained.
- Payment of the applicable application fee as per Council's Fees & Charges Schedule
 - Cash, cheque, EFTPOS or credit card payments will be accepted.
 - The relevant planning application fees need to be paid upfront or else the application will be deemed incomplete and will not be processed until such time as the fees have been paid.
- Two (2) copies of plans, noting they should be drawn to scale (1:100; 1:200 is preferable) and no larger than A3
 - Site Plan
 - Lot boundaries
 - Easements (if applicable)
 - Contours
 - Location of existing (if any) and proposed buildings on-site, including setbacks to boundaries and between buildings
 - Location of existing (if any) and proposed car parking areas, including driveway(s) and crossover(s)
 - Location of existing (if any) and proposed landscaping areas
 - Location of effluent disposal system(s) on-site (if unsewered)
 - Finished floor levels of development
 - Floor Plan
 - Elevations (including showing relativity to existing natural ground level and proposed ground level (if altering))
- Accompanying letter explaining the proposal/nature of the application

Once the application is lodged, Planning Services staff will undertake an assessment having regard to the provisions of TPS No. 3, any relevant Local Planning Policies and/or Council policies, and if additional information is required applicants will be advised accordingly.

For more information in relation to planning application requirements, please do not hesitate to contact planning services staff:

 (08) 9848 0313

Email: enquiries@denmark.wa.gov.au

