



SHIRE OF YORK

TOWN PLANNING SCHEME NO. 2

SCHEDULE 9 – FORM OF APPLICATION FOR PLANNING CONSENT

OFFICE USE ONLY

Date Received	Receipt No.	Total Fees Paid
\$147.00	Application fee to be paid for developments not commenced under \$50,000 in value.	
\$441.00	Application fee to be paid for developments that have commenced without planning approval under \$50,000 in value.	
\$295.00	Change of Use (not commenced)	\$885.00 Change of Use (commenced)
\$222.00	Home Occupation or Business (not commenced)	\$666.00 Home Occupation or Business (commenced)
\$170.00	Advertising Fee (local paper and mail out only)	\$81.00 Planning Approval Amendments (minor)

NOTE: Applications with a value of works exceeding \$50,000 in value are charged in accordance with the *Planning and Development Regulations 2009 – Schedule 2*. Retrospective applications exceeding \$50,000 in value are charged in accordance with the Regulations.

OWNER DETAILS:

NAME: _____

ADDRESS: _____ POSTCODE: _____

PHONE:(WORK): _____ (HOME): _____ FAX: _____ EMAIL: _____

CONTACT PERSON: _____

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

The signature of the landowner(s) is required on all applications. This application will not proceed without that signature.

APPLICANT DETAILS:

NAME: _____

ADDRESS: _____ POSTCODE: _____

PHONE:(WORK): _____ (HOME): _____ FAX: _____ EMAIL: _____

CONTACT PERSON FOR CORRESPONDENCE: _____

SIGNATURE: _____ DATE: _____

PROPERTY DETAILS:

LOT NO: _____ HOUSE NO: _____

STREET NAME: _____ SUBURB: _____

DIAGRAM/PLAN NO: _____ VOLUME NO: _____ FOLIO NO: _____

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EXISTING BUILDING/LAND USE: _____

DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR USE:

NATURE OF ANY EXISTING BUILDING AND/OR USE:

APPROXIMATE COST OF PROPOSED DEVELOPMENT: _____

ESTIMATED TIME OF COMPLETION: _____

ACCEPTANCE OFFICERS INITIALS: _____ DATE RECEIVED: _____

LOCAL GOVERNMENT REFERENCE NUMBER: _____



SHIRE OF YORK

PLANNING APPLICATION CHECKLIST

1.0. All applications must include;

- 1.1. A completed Schedule 9 – Form of Application for Planning Consent

Application is to be signed by landowner and applicant. If more than one owner, all owners must sign or give written permission to lodge application. This includes all owners of a Strata Plan, or evidence of permission to lodge application.

- 1.2. A covering letter detailing proposed development

- 1.3. A copy of Certificate of Title

- 1.4. A receipt of payment of relevant fees

- 1.5. Three copies of relevant scaled plans

2.0. Site Plan (to be annotated and appropriately labelled)

- 2.1. North point and legible scale

- 2.2. Lot dimensions and area

- 2.3. Existing natural ground levels (contours with maximum intervals of 0.5m)

- 2.4. Proposed finished site/floor levels

- 2.5. Proposed sand pad levels

- 2.6. Drainage details and stormwater management

- 2.7. Location of all existing and proposed development and significant features on the site

This includes buildings, septic tanks, leach drains, soak wells, significant vegetation, rocks, walls, fences, easements, waterways or other encumbrances, lakes, etc.

- 2.8. Existing and proposed access ways

- 2.9. Setbacks to all boundaries for all existing and proposed structures.

3.0. Elevations (to be annotated and appropriately labelled)

- 3.1. Existing and natural ground levels

- 3.2. Existing and proposed finished floor levels

- 3.3. Wall heights

- 3.4. Roof height and pitch

- 3.5. Building materials, colours and finishes

4.0. Floor Plans (to be annotated and appropriately labelled)

- 4.1. Proposed finished floor levels

- 4.2. Window and door locations

- 4.3. Room names and dimensions

- 4.4. Roof/eave lines

- 4.5. Floor areas

5.0. Development Details (if applicable)

Including applications for home business or occupation, industry, commercial, land use, heritage building etc.

- 5.1. Details of the nature of the use

- 5.2. Hours of operation

- 5.3. Number of employees and patrons

- 5.4. A car parking plan

Including location, access ways, crossovers, number of bays and dimensions.

- 5.5. Consideration of the Shire of York's Town Planning Scheme No 2 requirements.

- 5.6. Any source of nuisance emissions such as light, noise, odour, etc.

- 5.7. Details of signage including materials, colours, design and dimensions.

- 5.8. Consideration of heritage significance and/or a Heritage Impact Statement

- 5.9. Existing and proposed services and facilities i.e. water supply, sewer management, etc.

Please contact Council's Planning Section if you require any further information about submitting a Planning Application.