

# APPLICATION FOR DEVELOPMENT APPROVAL



Please note that this application is subject to a fee in accordance with the Shire of Nannup's [Fees & Charges](#).

## OWNER DETAILS:

PLEASE ENSURE THAT ALL LANDOWNERS SIGN THIS FORM

OFFICE USE ONLY

Name:

ABN (if applicable):

Postal Address:

Postcode:

Phone (work):  (home):

(mobile):  (fax):

Email:

Contact person for correspondence:

Owner's Signature:  Date:

Owner's Signature:  Date:

- 1.1. I confirm that I am the author OR I have obtained consent of the author/s of this application and any supporting documents - AND
- 1.2. I agree for the Shire of Nannup to use any copyrighted material provided in support of the application -  
a. For the purposes of advertising the application or implementing a decision on the application, including placing copyrighted material on the Shire of Nannup's website or providing to affected third parties; and  
b. For zero remuneration.

The signature of the owner(s) is required on all applications. This application will not proceed without these signatures. 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:

ABN (if applicable):

Postal Address:

Postcode:

Phone (work):  (home):

(mobile):  (fax):

Email:

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<sup>1</sup> Yes:  No:

Applicant's Signature:  Date:

- 1.1. I confirm that I am the author OR I have obtained the consent of the author/s of this application and any supporting documents - AND
- 1.2. I agree for the Shire of Nannup to use any copyrighted material provided in support of the application -  
a. For the purposes of advertising the application or implementing a decision on the application, including placing copyrighted material on the Shire of Nannup's website or providing to affected third parties; and  
b. For zero remuneration.

## PROPERTY DETAILS<sup>2</sup>:

Lot no:  House/Street no:  Location no:   
Diagram / Plan no:  Certificate of Title Vol. no:  Folio:   
Title encumbrances (e.g. easements, restrictive covenants):   
  
Street Name:  Suburb:   
Nearest street intersection:

## NATURE OF PROPOSED DEVELOPMENT:

### Works:

Means any demolition, erection, construction, alteration of or addition to any building/structure or any excavation carried out on the land.

### Use:

The action of using something or the state of being used for a purpose (i.e. Dwelling being used for a holiday home or home occupation).

### Works and Use:

Any application that involves both of the above.

Is an exemption from development claimed for part of the development<sup>3</sup>?

Yes:

No:

If yes, is the exemption for:

Works:

Use:

## DESCRIPTION OF PROPOSED WORKS AND/OR LAND 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:

Approximate date of completion:

<sup>1</sup> Public notification is required for certain development applications to ensure that the public is made aware of the development and have opportunity for relevant submissions. Council has the right to refuse an application that does not allow for public viewing, should it be deemed necessary.

<sup>2</sup> Property details are found on your Certificate of Title, a copy of which should be provided with this application.

<sup>3</sup> An exemption can only be claimed where a part of the proposed development does not require approval. For example if a single dwelling which incorporates a home business is being proposed, and the dwelling is otherwise consistent with the Local Planning Scheme, Local Planning Policies and any other applicable policies, only the home business would require approval. An exemption could be claimed for the works and use associated with the single dwelling in this case with only the aspects of the proposal specifically pertaining to the home business being assessed for development approval.

### OFFICE USE ONLY:

Acceptance Officer's Initials:

Date Received:

Reference/Assessment No:

# DEVELOPMENT APPLICATION CHECKLIST:

**Mandatory Requirements** (your application will not be processed if the below are not provided):

## Development Application Form & Checklist

This Development Application Form and Checklist must be fully completed and signed by all landowners or Strata owners/Body Corporate approval as applicable. Applications that are not signed by all landowners are deemed incomplete and will not be processed until all signatures are obtained.

## Application Fee

The application fee as per the Shire's Fees & Charges Schedule will be required upon lodgement. An application will not be processed until payment is received.

## Certificate of Title

All applications should be accompanied by a copy of the current Certificate of Title which can be purchased online from Landgate.

## Cover Letter

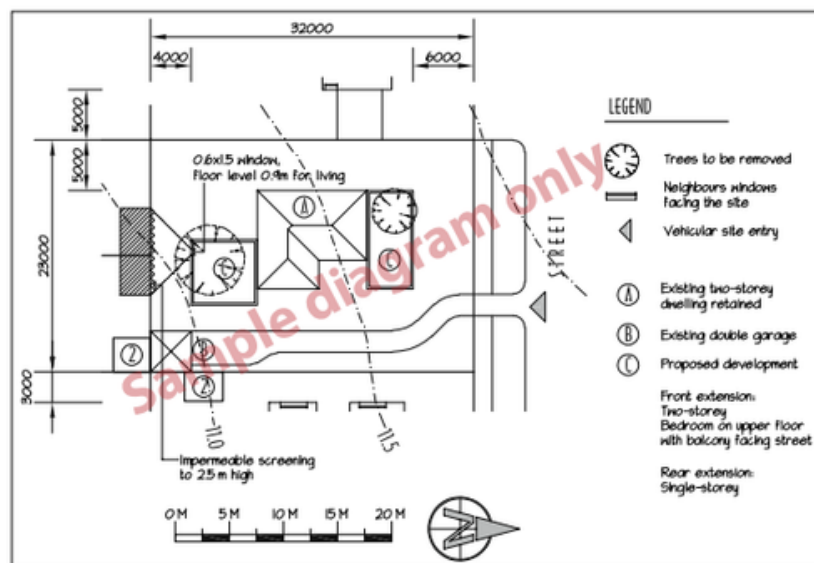
All applications should include a Cover Letter providing details of the proposed development/land use. This should also include appropriate justification where applicable for any variation to the Local Planning Scheme, Local Planning Policies or Residential Design Codes (R-Codes). Variations to the R-Codes will require applicant justification/assessment against the Design Principles.

**Site Plan.** To a scale of not less than 1 : 500, which includes the following information:

YES N/A

- Street names, lot number, north point, dimensions of the lot and location of easements if applicable.
- Type and location of all existing and proposed development including clear indication of distances to boundaries and other existing structures.
- Dimensions of the building envelope if applicable, including boundary setbacks indicated to the building envelope.
- Contours, existing and proposed levels and finished floor level (FFL) for all existing and proposed building(s), wall(s), retaining wall(s) and any other structures. **Note: A Feature Survey is required to be submitted, except for minor residential additions and change of use applications.**
- Extent of siteworks / cut and fill / retaining if proposed.
- Existing vegetation and location and type of any vegetation proposed for clearing.
- Location of driveways, vehicle crossover, car parking and manoeuvring areas.
- Location of existing / proposed on-site effluent disposal system (if unsewered).
- Location and size of rainwater tanks if required / proposed.
- Details of stormwater disposal system for impervious areas (including pipes, soaks wells, pits, subsoil pipes, rainwater tanks and connection to existing infrastructure).

Example of Site Plan:



Source: Residential Design Codes of Western Australia

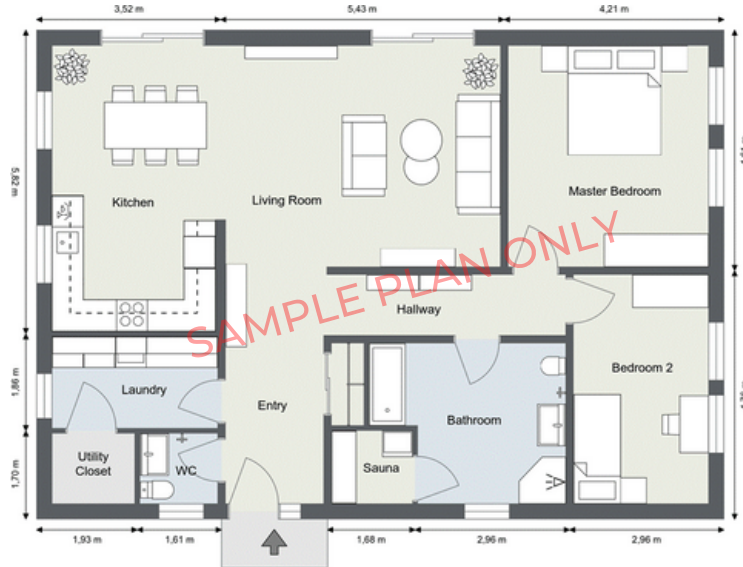
**Floor Plan.** To a scale of not less than 1 : 100, which includes the following information:

YES N/A

- 
- 
- 

- Floor area and all dimensions of the proposed new building and / or additions. Also required for change of use applications.
- Internal layout including room names and location of fixtures i.e. toilet, shower, kitchen sink / oven / cooker, laundry wash trough.
- Location of windows and doors.

**Example of Floor Plan:**



Source: Room Sketcher

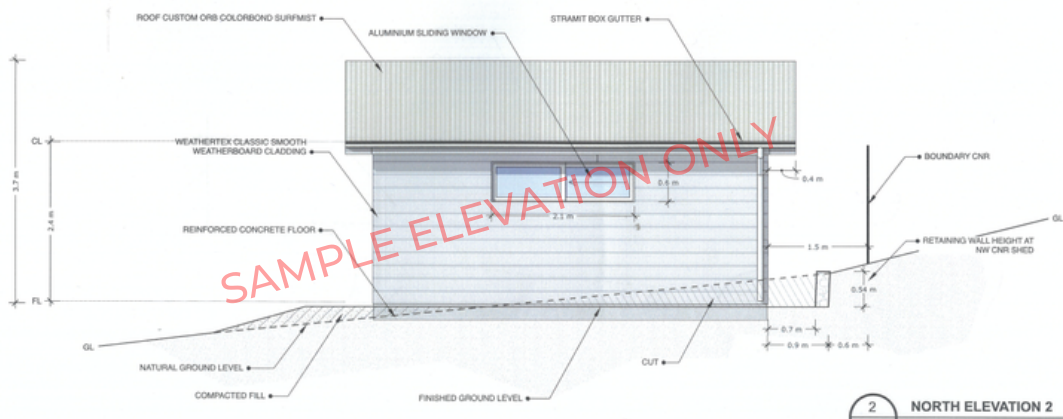
**Elevations.** To a scale of not less than 1 : 100, which includes the following information:

YES N/A

- 
- 
- 
- 
- 
- 

- Front, rear and side views of all proposed new buildings including existing buildings if additions are proposed that are appropriately labelled e.g. North, South, East and West Elevation.
- Existing natural ground level (NGL) and proposed finished floor level (FFL).
- Extent of any cut and fill / retaining if proposed.
- Location and dimension of all windows and doors (including sill heights from the finished floor level).
- Wall and roof heights.
- All external materials and colours for walls and roof.

**Side Elevation Example:**



## Bushfire Attack Level (BAL) Assessment:

- YES N/A
- Residential properties designated bushfire prone on the [Map of Bushfire Prone Areas](#) and greater than 1100m<sup>2</sup> require a BAL Assessment report prepared by an [Accredited Bushfire Practitioner](#).
  - Lots exceeding 1100m<sup>2</sup> with a nominated BAL-40 or BAL-FZ may also require a Bushfire Management Plan (BMP) prepared by at least a Level 2 Accredited Bushfire Practitioner.
  - Applications proposing a vulnerable use, for example short term holiday accommodation, will require a Bushfire Management Plan if the BAL rating is 12.5 or greater.

### Please Note:

- *The preparation of a BAL Assessment report shall not be construed as approval to commence clearing vegetation.*
- If you are unsure of the process or whether your proposal requires a BAL Assessment report or a Bushfire Management Plan, please contact the Shire of Nannup on (08) 9756 1018 to discuss.

## Signs:

*If you are proposing to erect advertising signage as part of your proposal, you must also complete the [Additional Information for Sign Applications](#) form.*

- YES N/A
- Colour mock-ups of the final design of the proposed signs.
  - Photographs or elevations of the building with proposed signs superimposed on the building and shown to scale.
  - Details of any existing signs to be removed.

## DECLARATION BY APPLICANT:

### Declaration by Applicant:

I have completed the above checklist and provided the documentation in accordance with the specified information required. I understand that additional information may be required following assessment of my application by the Shire of Nannup.

I understand that failure on my part to provide all the required information may delay the processing of my application.

Applicant's Name:

Applicant's Signature:

Date:

Once the application is lodged, the Shire of Nannup will undertake an assessment having regard to the provisions of the Local Planning Scheme, any relevant Local Planning Policies and / or Council Policies, and if additional information is required, the applicant will be advised accordingly.

For more information in relation to development application requirements, please do not hesitate to contact the Shire of Nannup on (08) 9756 1018 or by email to [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)