

ADVICE TO APPLICANTS OF DEVELOPMENT APPLICATIONS

NOTE: DEVELOPMENT APPROVAL IS NOT A BUILDING PERMIT, WHICH WILL BE REQUIRED BEFORE BUILDING CAN COMMENCE. DO NOT START CONSTRUCTION WITHOUT A BUILDING PERMIT.

WHAT IS A PLANNING APPLICATION?

A Planning Application is separate to a Building Application and is required for any type of development that is not permitted outright by the Town Planning Scheme. The Town Planning Scheme is a document that guides the way this Shire grows and changes and it assists Council in day to day decisions about applications.

WHY IS A PLANNING APPLICATION REQUIRED?

Applications are required so that Council may assess your plans and information, inspect your property and determine whether your proposal is appropriate. Council seeks to ensure that a proposal:

- Complies with the relevant provisions of the Town Planning Scheme.
- Is an appropriate use on the property according to its zoning.
- Has no detrimental visual impact upon a locality.
- Has no adverse impact upon occupants of adjacent properties in the locality.

ARE THERE DIFFERENT TYPES OF APPLICATIONS?

Generally, development which requires a Planning Application can be placed into one of two categories:

- Uses which do not require public notification.
- Uses which require public notification.

When an application is lodged, Council will assess the information and decide whether it requires public notification (advertising).

The majority of applications do not require public notification and can be dealt with by the Chief Executive Officer. These applications are usually processed within 1 week.

If an application is to be determined by Council at its monthly meeting the processing time will be lengthened. The Council meeting agenda closes on the second Wednesday of each month and any applications received after this time will be discussed at the following Council meeting one month later.

BUSHFIRE PRONE AREAS

Lots identified in Bushfire prone areas require a Bushfire Attack Level (BAL) assessment to be provided with the application. To determine if your lot is affected you can view the mapping found on the DFES website

WHERE TO GET A COPY OF THE TOWN PLANNING SCHEME NO. 2?

The Shire of Williams Town Planning Scheme is available on the Western Australian Planning Commission website at:

<http://www.planning.wa.gov.au/The+planning+system/Region+schemes/Local+planning+schemes/default.aspx> or a copy can be inspected at the Shire office.

WHAT ARE YOUR APPEAL RIGHTS?

If an applicant is aggrieved by a determination or decision on an application for planning approval, there is a right to make an application to the State Administrative Tribunal for a review of the decision under Part 14 of the Planning and Development Act 2005. An application for review must be lodged within 28 days.

FOR FURTHER INFORMATION PLEASE CONTACT THE SHIRE OFFICE.

Shire Office located at: 9 Brooking St, Williams WA 6391
Phone: 9885 1005, Fax: 9885 1020, Email: shire@williams.wa.gov.au
Website: www.williams.wa.gov.au

DEVELOPMENT APPLICATION CHECKLIST

This checklist has been introduced to make sure that development applications are complete before they are registered as applications. The reasons for requiring complete applications include:

- The information is required under the Deemed Provisions for Local Planning Schemes (i.e. therefore required by law);
- Assessment cannot be carried out by a planning officer until all information is received;
- Complete information reduces delays arising from an incomplete application.

FORMS

Please Tick

Application for Development Approval

The Application Form has been signed by the owner/s of the land

Copy of Certificate of Title (not older than 3 months)

PLEASE NOTE THAT FAXED COPIES WILL NOT BE ACCEPTED AS THE ORIGINAL SIGNATURE IS REQUIRED

FEES

Fee Paid (Please refer to Schedule of Planning Fees)

PLANS

Please Tick

Two plans to a scale of not less than 1:500 showing:

Street names, lot number/s, north point and the dimensions of the site

A permanent datum point, contour, spot levels and feature survey of the property

The location and proposed use of any existing buildings to be retained and the location and use of building proposed to be erected on the site

The existing and proposed means of access for pedestrians and vehicles to and from the site

The location, number, dimensions and layout of all car parking spaces intended to be provided

The locations and heights of stabilised embankments e.g. retaining walls

The location and dimensions and design of any landscaped, open storage or trade display areas and particulars of the manner in which it is proposed to develop the same

Verge and road features including traffic islands, crossovers, trees, stormwater grates and services

The type of external materials and colours

Structures and/or buildings on adjoining lots within 3m of the lot boundary

Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain

Bush Fire Prone Area assessment provided

**Incomplete applications will be suspended until receipt of all required information.
Additional information may be required.**

TO BE COMPLETED BY APPLICANT

Name of person submitting the application _____

Has all information required by this checklist been provided?

Y

N

Signature of person submitting application _____

Note: The information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposal will be approved.

Site Plan, Floor Plan and Elevations

Frequently Asked Questions

What is a Site Plan, Floor Plan and Elevations?

A 'Site Plan' is a scaled, mapped overview of the entire property that is the subject of the proposed development or building. The 'Floor Plan' is a measured drawing to scale showing the proposed layout (e.g. bedrooms, bathrooms, kitchen etc.) of a floor in a building. 'Elevations' are a scaled two dimensional plan showing the elevation of the proposed development or building from each side (e.g. north, east, south, west).

Do I need to submit two sets of plans?

If you would like a hard copy of the plans once they are approved then you need to submit at least two copies of the plans. One set of plans will be kept for the Shire's records and one set will be posted to the applicant.

What information needs to be included on my Site Plan, Floor Plan and Elevations?

Please see the Development Application Checklist which outlines the information that needs to be shown on your plans. All applicants are required to fill out the checklist and submit it to the Shire along with the Development Application Form.

Can I draw the plans myself or do I need to hire a draftsman to draw up professional plans?

In most cases, your builder will arrange to have the plans drawn up by a draftsman as part of their service. However, if you are confident that you can neatly draw the site plan, floor plan and elevations to scale and in accordance with the checklist, then it is possible to draw up the plans yourself.

If your proposed development is a single house, commercial development or another more complicated proposal, it is strongly recommended that you obtain the services of a draftsman.

This is important as Shire Officers cannot carry out a complete assessment of your proposal if information is missing from the plans. An incomplete assessment can cause delays in processing your application and if the required information is not submitted in a timely manner, your application may be deemed 'refused' due to a lack of information.

Do the plans need to be to scale if I am just building something simple such as a shed?

Not necessarily. For a simple development such as a shed, it may be possible to submit a plan that clearly states accurate dimensions of the building/s and the setback distances to the nearest boundaries along with other required information as per the Shire's checklist.

Can I use an aerial image as my site plan?

No, an aerial image is generally not acceptable for use as a site plan as they are generally not printed to scale and are very difficult to clearly read. You may attempt to trace an aerial image or the deposited plan of the lot which can be obtained by purchasing a copy of your Certificate of Title from Landgate. The plan still needs to be prepared in accordance with the Shire's checklist.

Can I reuse an old set of plans and draw the new development on them?

For simple applications such as sheds, it may be possible to utilise pre-existing plans for the house provided that the plans are to scale and/or accurately show building dimensions and setback distances in accordance with the Shire's checklist.

If you would like to investigate the possibility of obtaining copies of old plans from the Shire's records, please contact the Shire on 9885 1005.

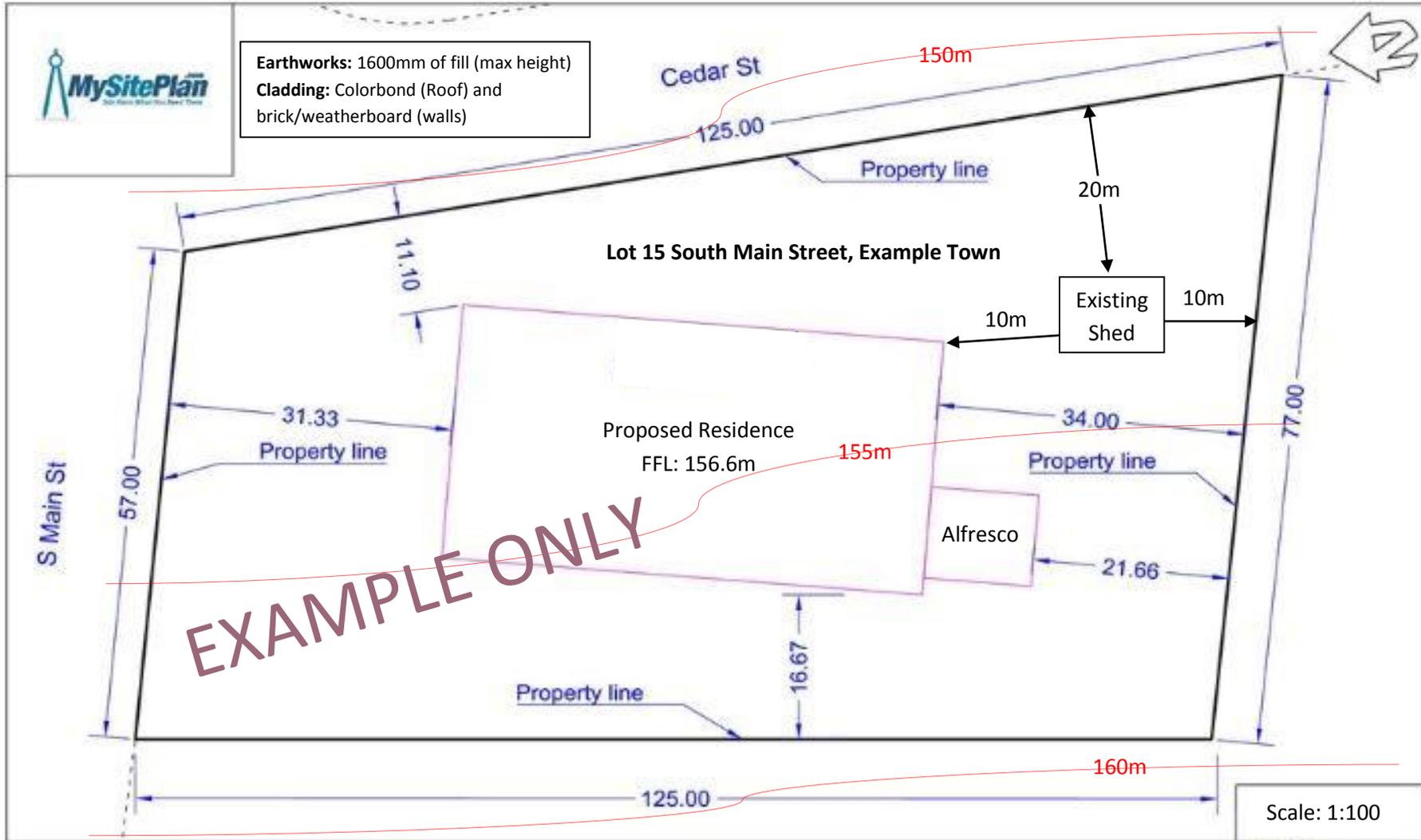
View an example of a site plan, floor plan and elevation plan on the following pages.

Where do I find more information?

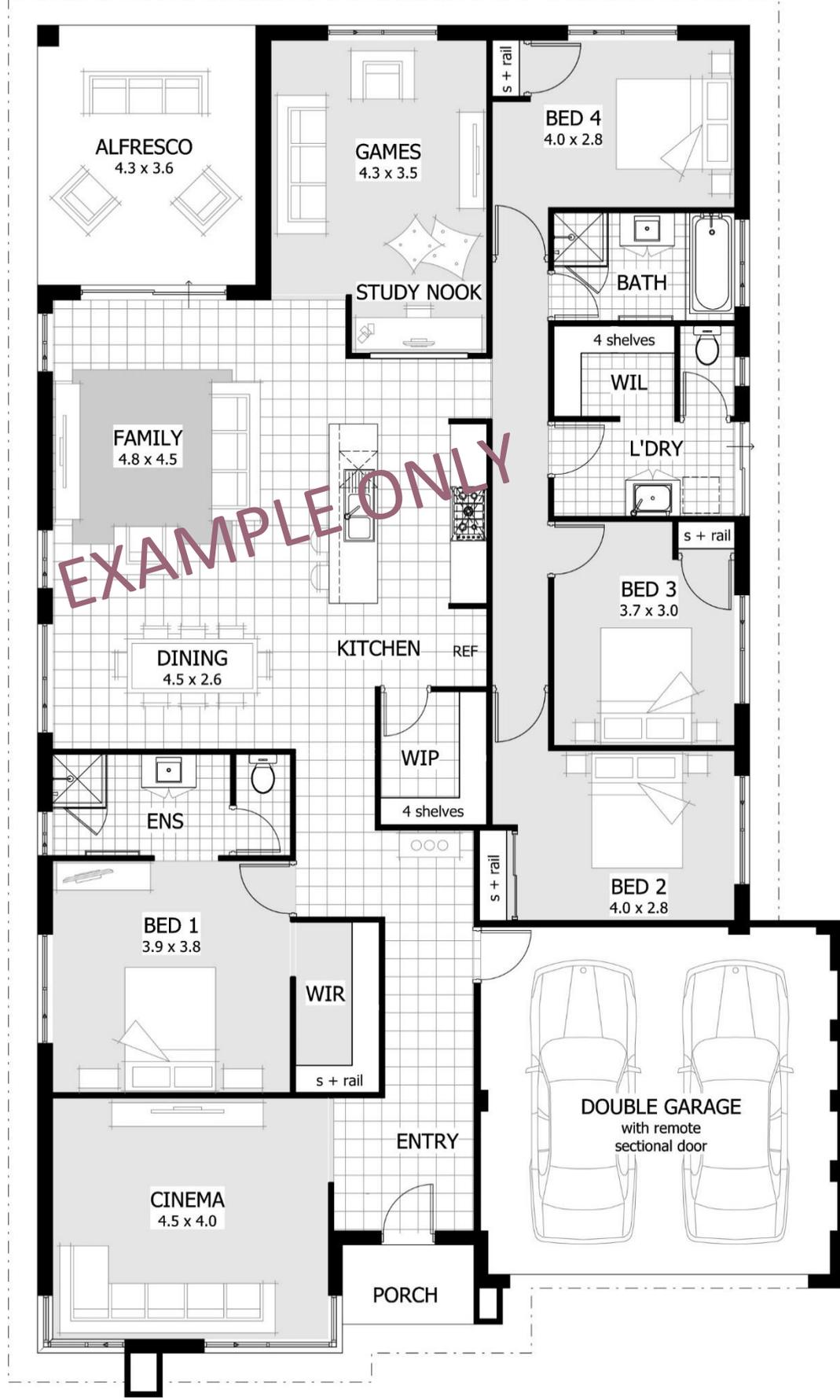
Further information can be obtained from the Shire of Williams' Environmental Health and Building Officer on 9885 1005 or via email at ehobs@wagin.wa.gov.au

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's EHO be sought prior to lodgement of a Development Application. The Shire of Williams disclaims any liability for any damages sustained by a person acting on the basis of this information.

Site Plan

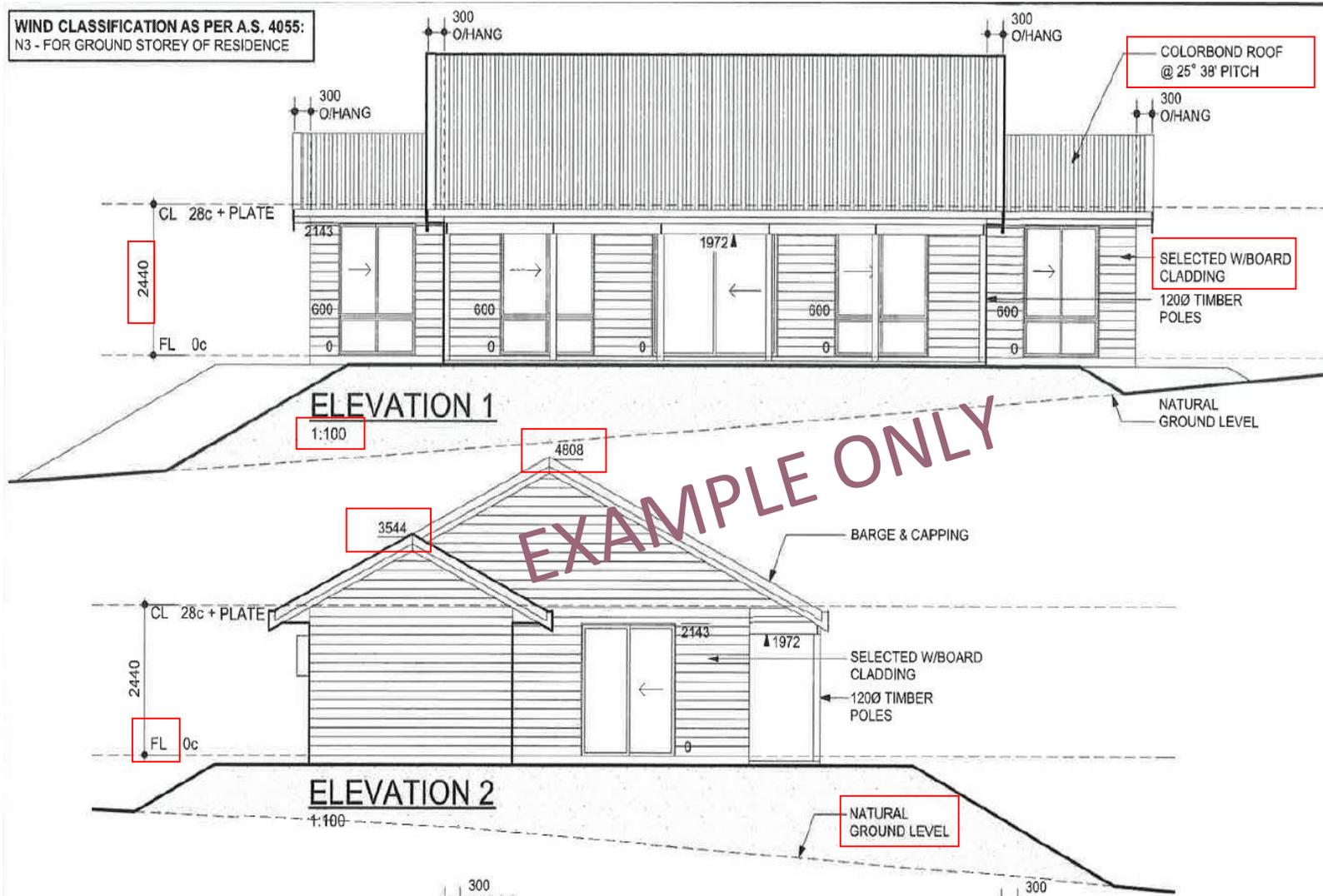


Floor Plan



Elevations

WIND CLASSIFICATION AS PER A.S. 4055:
N3 - FOR GROUND STOREY OF RESIDENCE



Elevations Cont.

