

## APPLICATION FOR PLANNING APPROVAL Town Planning Scheme No.8

OWNER DETAILS		
Full Name(s):		
Postal Address:		Postcode:
Phone:	Fax:	E-mail:
Mobile:		
Contact person:		
Signature:		Date:
Signature:		Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i>		

APPLICANT DETAILS		
Name(s):		
Postal Address:		Postcode:
Phone:	Fax:	E-mail:
Mobile:		
Contact person for correspondence:		
Signature:		Date:

PROPERTY DETAILS		
Street / House No:	Lot No:	Location No:
Street Name:	Locality:	
Nearest street intersection:		
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		

BUILDING / LAND USE	
Description of <b>existing</b> development and/or use:	
Description of <b>proposed</b> development and/or use:	
Nature of any existing buildings and/or use:	
Approximate cost of proposed development ( <b>excluding GST</b> ):	
Estimated time of completion:	

**OFFICE USE ONLY**

Acceptance Officer's initials: .....	Date received:.....
Local government reference no: .....	

**Information to be Submitted**

The following information is to be submitted with an Application for Planning Approval:

1. A COMPLETED Application Form (\*note – form must be signed by owner and Applicant). Where the property is a strata lot, the owners of the strata or the Body Corporate must also sign the form.
2. Payment of Planning Fees.
3. Copy of Certificate of Title.
4. THREE (3) copies of the following TO SCALE plans:
  - o Site Plan at no greater than 1:500 scale showing distances to boundaries, existing structures and features, proposed landscaping, existing and proposed ground levels and location of all proposed works, such as fences, yards and car parking.
  - o Floor plans at 1:100 scale including finished floor level of buildings;
  - o Elevations at 1:100 scale showing wall and roof heights, types and colours of materials and natural ground level.
  - o Any other plans required by the City to enable full consideration of the application.
5. Any other information required to support the application, such as a letter outlining the proposal (see checklist – p3).

**Applications will NOT be accepted for consideration until all required information is received, the application form is completed and signed and the required fee has been paid. Failure to lodge a complete application will delay a decision.**

**Fees Payable for Planning Applications**

The following fees relate to Planning Applications lodged with the City of Karratha. These fees are administered in accordance with the City's Annual Schedule of Fees and Charges, a copy of which is available on request. Note: GST is not payable on Planning Approval fees unless shown otherwise. For any fees not listed, including JDAP Fees, please contact Planning Services on 9186 8580.

Estimated cost of development (Exc. GST)	Fee	Non-Development Applications	Fee
Not more than \$50,000	\$147.00	Change of Use	\$295.00
\$50,001 - \$500,000	0.32% of the estimated cost.	Home Occupation & Home Business	\$222.00 (Initial Fee) \$73.00 (Annual Renewal)
\$500,001 - \$2.5 million	\$1,700.00 + 0.257% for every \$1 over \$500,000	Minor Amendment to Either, but not Both, Endorsed Plans or Conditions of Development	\$272.73 + GST (\$300.00)
\$2.5 - \$5 million	\$7,161.00 + 0.206% for every \$1 over \$2.5 million	Minor Amendment to Both Endorsed Plans and Conditions of Development Approval	\$454.55 + GST (\$500.00)
\$5 - \$21.5 million	\$12,633.00 + 0.123% for every \$1 in excess of \$5 million	Retrospective Approvals	Calculated Fee + by way of penalty twice that fee
More than \$21.5 million	\$ 34,196.00	Zoning Certificate, Motor Repairer Certificates, S40 Certificates	\$73.00
R-Code Variation	\$133.64 + GST (\$147.00)		

# City of Karratha

## 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 Town Planning Scheme (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 Planning 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

Please Tick

Fee Paid (Please refer to Schedule of Planning Fees)

### PLANS

Please Tick

Three (3) plans to a scale of not less than 1:500 showing:

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

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 location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas

The location, 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

The type of external materials and colours

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

**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.**

**TO BE COMPLETED BY CITY OF KARRATHA – ADMINISTRATIVE ONLY**

Has all information required by this checklist been provided?      Y       N

**Signature of officer processing lodgement of application**

\_\_\_\_\_

Date: \_\_\_\_\_

**DISCLAIMER**

- Please note that the City of Karratha reserves the right to request additional information for specific applications such as truck movement plans, traffic reports and acoustic reports. For larger applications, applicants are encouraged to arrange an appointment with a planning officer prior to lodgement.
- Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of the application. **An appointment to discuss your proposal is necessary.** Appointments can be made by phoning **9186 8580**. Queries may also be directed to this number.
- This publication is intended to provide general information only. Verification with the original local laws, planning schemes and other relevant documents is required for detailed references.

**THIS PACKAGE INCLUDES:**

- Application for Planning Approval & Schedule of Fees
- Information Checklist for Planning Application

*June 2014*