



## MINIMUM STANDARD REQUIREMENTS FOR A PLANNING APPLICATION

***The following information MUST be provided with your application. Failure to supply this information will result in your application being returned or delayed.***

### **Correct Fee**

### **Planning Application Form:**

- **Owner's Consent** by way of their original signature(s) on the planning application form.

*Note: If you are purchasing a property, Council will accept the signature(s) of the purchaser(s) provided a signed copy of the "Offer and Acceptance" is provided with the application.*

*Note: The application form must contain original signatures. Photocopies will not be accepted.*

- **Lot Details** by way of lot and/or Location number must be provided. Certificate of Title details should be provided where possible but are not essential if you do not have these.
- **Development Proposed** must be a brief description of the land uses and buildings proposed and must list every different land use you are applying for e.g. "Piggery and Composting Facility" or "Home Occupation for Arts and Crafts Manufacturing".
- **Approximate Cost of Proposed Development.** The estimated cost of your proposal must be provided and should be as accurate as possible.

*Note: The cost must include all works and equipment required for the development you are proposing. Building costs are easy to quantify but developments such as horticulture must be based on the total cost of any bores, pumps, earthworks, irrigation, dams, the first crop planting and any other supporting infrastructure.*

*Note: The application form is a legal document and the estimated cost is required both for Council to produce accurate statistics of the Shire in order for fees to be levied. Unrealistic estimates will result in your application being returned or delayed. Intentional mis-representation of the cost of a development is considered to be an offence.*

## Plans

- **Location Plan (Two Copies)** – A plan showing the location of your property in relation to surrounding roads and other properties. This should show a large enough area in order for staff to be able to easily identify which property you are making an application for. Maps of the area surrounding your property may be available from Shire Administration.
- **Site Plan (Two Copies)** – A plan showing the layout of existing and proposed development on your property, and must comply with the following:
  1. drawn to a recognised scale (e.g. 1:100, 1:200, 1:500 or similar), with scale used indicated on plan;
  2. north point shown;
  3. drawn with a ruler and in ink (plans drawn in pencil will not be accepted);
  4. shows all lot boundaries (even if the proposal only relates to part of the property);
  5. shows relevant existing buildings and features (e.g. vegetation, watercourses, wetlands)
  6. shows the location of any buildings proposed and the exact extent of any other land uses proposed (e.g. boundary of proposed planting for horticultural proposals).
- **Floor Plans and Elevations** – for ALL buildings proposed.

Note: These must be provided for any buildings which are proposed as part of the application. Council does not give approval for the location of buildings without seeing the scale, design and use of the proposed buildings.
- Scale permitting, applicants should endeavour to submit plans that are no larger than A3 size.

## Additional Information

- **Waste Management Plan**

A Waste Management Plan may be required for certain proposals, including Intensive Agriculture, Abattoirs, Composting Facilities, Aquaculture and Industrial developments. Applicants are advised to contact Council's Principal Environmental Health Officer for further information.

- **Foreshore Management Plan**

A Foreshore Management Plan may be required for developments abutting waterways. Applicants are advised to contact Council's Principal Planner for further information.

- **Justification for Reduced Setbacks**

Applicants may be required to provide justification to support reduced setbacks for proposed Irrigated Horticulture developments from Rural Residential, Residential, Tourist and Commercial zones. A checklist is available from Council's Planning Department.

- **Water License**

Applications for developments requiring access to groundwater supplies must be accompanied by a copy of either the relevant Water License, or temporary Water License, issued by the Water and Rivers Commission for the subject land.

*Council will not consider any applications that are not supported by proof that the applicant has access to an adequate water supply.*