

# Application for Development Approval – Local Planning Scheme No.9 (LPS 9)

Please ensure that you complete and submit a development application checklist in conjunction with this form. Please ensure you complete **ALL** sections of this application form.

Property Details			
Lot No:		House/Street No:	
Location No:		Diagram/Plan No:	
Certificate of Title Vol No:		Certificate of Title Folio:	
Title encumbrances (e.g. Easements/Restrictive Covenants):			
Street Name:		Suburb:	
Nearest street intersection:			

Proposed Development			
Nature of Development:	<input type="checkbox"/> Works	<input type="checkbox"/> Use	<input type="checkbox"/> Works and Use
Is an exemption from development approval claimed for part of the development?	<input type="checkbox"/> Yes <i>If yes, the exemption is for:</i>		<input type="checkbox"/> No
	<input type="checkbox"/> Works	<input type="checkbox"/> Use	
Has the development already commenced? <i>(if yes, retrospective fees will apply)</i>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Description of proposed works and/or land use:			
Nature of any existing buildings and/or land use on the property:			
Estimated cost of development: (excluding GST)			
Approximate time of completion:			

Office Use Only			
Acceptance officer initials:		Date Received:	
		BLD & P No:	
Receipt No:			

# Application for Development Approval – Local Planning Scheme No.9 (LPS 9)

### Landowner/s Details

**Company Name:** *(if applicable)*

**Owners Name(s):**

**Owner(s) Name:**

**Position Title:** *(when signing on behalf of a company)*

**Position Title:** *(when signing on behalf of a company)*

**Signature:**

**Signature:**

**Date:**

**Date:**

**Postal Address:**

**Post Code:**

**Contact Person:**

**Contact No:**

**Email Address:**

**Note:** The application will **not** proceed without the signature of **all** landowners. For the purposes of signing this application form an owner includes the persons referred to in the Planning and Development (Local Planning Scheme) Regulations 2015 - Schedule 2 - Clause 62(2).

### Applicant Details *(if different from landowner details)*

**Company Name:** *(if applicable)*

**Contact Person:**

**Contact No:**

**Postal Address:**

**Post Code:**

**Email Address:**

I advise that I have reviewed the plans and provided all of the required information, including a cover letter summarising the proposed development. If sufficient information is not provided, the application may be returned or placed on hold until all information is received. Failure to provide a completed development application form, completed checklist, cover letter, insufficient plans or incorrect cost of development/fees, may result in my application not being accepted.

I understand that the information provided including plans and supporting information forming part of the development application may be made available to the public for advertising purposes and may form part of a Council agenda.

**Applicant Name:**

**Date:**

**Applicant Signature:**

This checklist is to assist applicants to prepare and complete an application for development approval.

Applicants must ensure all required information is provided at the time of lodgement. A complete development application, where all necessary information has been provided in accordance with this checklist, will enable the Shire to undertake a full assessment, and avoid unnecessary delays occurring in the processing of your application.

All correspondence regarding the development will be directed to the contact person referenced under the applicant section.

## Lodging Your Application

Your application can be lodged:

- Via email to mail@gingin.wa.gov.au. All supporting information is to be attached as pdf documents.
- In person by visiting the Shire of Gingin Administration Building, 7 Brockman Street, Gingin.
- In person by visiting the Lancelin Administration Building, 255 Vins Way, Lancelin; or
- Via post to the Shire of Gingin - 7 Brockman Street, Gingin WA 6503.

## Application Requirements

- A completed copy of this checklist confirming the application is complete.
- A completed Application for Development Approval Form - All sections to be completed.
- Cost of development - The estimated cost of your proposal must be provided and should be as accurate as possible.
- Certificate of Title - A copy can be obtained from Landgate at the following link:  
<https://www0.landgate.wa.gov.au/titles-and-surveys/certificate-of-title>
- Development application fee (refer to the Shire's Planning Fees and Charges).
- Cover Letter - This is to provide details and an explanation of the proposed development (refer to relevant information sheet).
- Additional information required as per the relevant information sheet for the type of development proposed (i.e. if lodging for a single house - refer to the relevant information sheet for additional lodgement requirements).
- A Bushfire Attack Level (BAL) assessment undertaken by an accredited Level 1 Bushfire Surveyor or Bushfire Planning Practitioner (if relevant).

## Development plans (refer to information development plans information sheet)

- Site plan
- Floor plan
- Elevation drawings

This checklist is to assist applicants to prepare development plans that contain sufficient information to enable the Shire to undertake a full planning assessment and avoid unnecessary delays occurring in the processing of your application.

Documentation	Required Information	Provided	
		Yes	N/A
<b>Site Plan</b>	Street name, lot number and property address	<input type="checkbox"/>	<input type="checkbox"/>
	Site dimensions, north point and drawn to scale (e.g. 1:100, 1:200, 1:500)	<input type="checkbox"/>	<input type="checkbox"/>
	Location and finished levels of the proposed development	<input type="checkbox"/>	<input type="checkbox"/>
	Setback distance(s) of the proposed development from the lot boundary Position and finished levels of any existing structures onsite	<input type="checkbox"/>	<input type="checkbox"/>
	Position and finished levels of any existing structures onsite that may impact on the application	<input type="checkbox"/>	<input type="checkbox"/>
	Structures and/or trees to be demolished or removed	<input type="checkbox"/>	<input type="checkbox"/>
	Areas to be landscaped	<input type="checkbox"/>	<input type="checkbox"/>
	Vehicle driveways and access points	<input type="checkbox"/>	<input type="checkbox"/>
	The street verge, including footpaths, street trees, crossovers, truncations, power poles, any services and the location of any access restrictions such as drainage pits	<input type="checkbox"/>	<input type="checkbox"/>
	The location of any easement or piped services traversing the site and any sewer or sewer connection point servicing the site	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor Plans</b>	Street name, lot number and property address	<input type="checkbox"/>	<input type="checkbox"/>
	North point and scale	<input type="checkbox"/>	<input type="checkbox"/>
	Room layout including location of walls, doors, windows with dimensions and the proposed use of each room	<input type="checkbox"/>	<input type="checkbox"/>
	Finished levels of the floor(s) of the building, relative to the natural ground levels of the site	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevation Drawing</b>	Street name(s), lot number, and scale	<input type="checkbox"/>	<input type="checkbox"/>
	View of every face of the proposed building(s), incorporating the existing building(s) where applicable	<input type="checkbox"/>	<input type="checkbox"/>
	Indicate wall height and overall height	<input type="checkbox"/>	<input type="checkbox"/>

	Location, dimensions, and details of all openings including sill height above finished floor level (for example, obscure glazing, fixed window)	<input type="checkbox"/>	<input type="checkbox"/>
	Height, extent, and materials of any proposed retaining and fencing	<input type="checkbox"/>	<input type="checkbox"/>