



7 Brockman Street GINGIN WA 6503  
Tel (08) 9575 2211 Fax (08) 9575 2121

**CLAUSE 86(1) FORM OF APPLICATION FOR DEVELOPMENT APPROVAL**

**Owner Details**

Name: \_\_\_\_\_

ABN (if applicable): \_\_\_\_\_ Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Contact person for Correspondence: \_\_\_\_\_

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

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

*This signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes 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: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

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.**      **Yes**      **No**

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

**Please select your preferred method of contact:**      **Email**      **Written Letter**

**Property Details**

Lot: \_\_\_\_\_ House/Street No: \_\_\_\_\_ Location No: \_\_\_\_\_

Diagram/Plan No: \_\_\_\_\_ Certificate of Title Vol. No: \_\_\_\_\_ Folio No: \_\_\_\_\_

Title Encumbrances (e.g. easements, restrictive covenants): \_\_\_\_\_

\_\_\_\_\_

Street Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

Nearest Street Intersection: \_\_\_\_\_

**Proposed Development**

Nature of Development: \_\_\_\_\_ Works                      Use                      Works & Use

Is an exemption from development claimed for part of the development? Yes                      No

If yes, is the exemption for:                      Works                      Use                      Works & Use

Description of proposed works and / or land use: \_\_\_\_\_

Description of exemption claimed (if relevant): \_\_\_\_\_

Nature of existing buildings and / or land use: \_\_\_\_\_

Approximate Cost of Proposed Development: \_\_\_\_\_

Estimated Time of Completion: \_\_\_\_\_

***This form is to be submitted with two copies of ALL plans***

**PLANS MAXIMUM OF A3 ONLY – A4 PREFERRED**

*This is not an application for a Building Licence. A separate application is required for a Building Licence.*

**OFFICE USE ONLY**

Acceptance Officers Initials:

Date Received:

Local Government Reference No:

**FORM OF APPLICATION FOR DEVELOPMENT APPROVAL CHECKLIST**

**Correct Fee**

**Planning Application Form**

**Plans** (*see minimum standard material requirements for a planning application*)

**Water license**

**Additional Information**

- **Waste Management Plan**
- **Foreshore Management Plan**
- **Justification for Reduced Setbacks**
- **Horse Management Plan**

## MINIMUM STANDARDS 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.

Please tick off requirements to make sure all information is provided.

### **Correct Fee:**

- Cheque or Credit Card Authorisation Form must be sent in with application.

### **Certificate of Title**

- A copy can be obtained from Landgate via the link below (if you do not already have a copy);  
<https://les.es.landgate.wa.gov.au/SVProperty/search/address/Titles>

### **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
- 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 (if applicable to development)**

- **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 Letter 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.



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**CREDIT CARD PAYMENT AUTHORISATION - DEVELOPMENT APPLICATION**

<b>Name On Card</b>			
<b>Card Number</b>			
<b>Expiry Date</b>		<b>CSV</b>	
<b>Cardholder Signature</b>			

**\*\* PLEASE BE ADVISED THESE DETAILS WILL BE DESTROYED ONCE PROCESSED \*\***