



Application for Development Approval Local Planning Scheme No. 5 (LPS 5)

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:		

OWNER/S DETAILS	
Company Name <i>(if applicable)</i> :	
Owner/s Name:	Owner/s Name:
Position Title:	Position Title:
<small><i>(only required when signing on behalf of a Company)</i></small>	<small><i>(only required when signing on behalf of a Company)</i></small>
Signature:	Signature:
Date:	Date:
Postal Address:	
Contact Person:	Contact No:
E-mail Address:	
<p>The application will not proceed without the signature of all owners. For the purposes of signing this application an owner includes the persons referred to in the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule 2 clause 62(2).</p>	

OFFICE USE ONLY		
Acceptance Officer's Initials:	Date Received:	DA No.
Receipt No.		

APPLICATION DETAILS			
Nature of Development	<input type="checkbox"/> Works	<input type="checkbox"/> Use	<input type="checkbox"/> Works and Use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, is the exemption for:	<input type="checkbox"/> Works	<input type="checkbox"/> Use	
Has development and/or use commenced? <i>(If yes and your application is not for an amendment, retrospective fees will apply)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Description of proposed works and/ or land use:			
Description of exemption claimed <i>(if relevant)</i> :			
Nature of any existing buildings and /or land use:			
Estimated cost of proposed development (ex. GST):			
Approximate time of completion:			

APPLICANT DETAILS	
Company Name:	
Contact Person:	Contact No:
Postal Address:	
E-mail Address:	
<p>I certify that I have assessed the plans and provided all of the required information for the development proposed for the site above. If the information is not provided, the application may be returned or placed on hold until all required information is received. Failure to provide a completed development application form, checklist, insufficient plans and/or incorrect / insufficient fees, may result in my application not being accepted.</p> <p>I understand that in line with the Shire's recordkeeping requirements, the original of this application and supporting information will not be returned as stated on the Development Application Checklist.</p> <p>I understand that the information provided including plans attached forming part of the development application may be made available to the public for advertising purposes.</p> <p>I understand that if advertising of the application is required by the Shire a fee (in accordance with the Shire's adopted fees and charges schedule) will be invoiced to the applicant.</p>	
Applicant's Signature:	Date:

Development Application Checklist Local Planning Scheme No. 5 (LPS 5)

This checklist has been prepared to ensure that development applications submitted to the Shire of Toodyay for approval are complete and contain all required information to allow for it to be processed in a timely manner. The Shire asks that you read the following information and complete the checklist to ensure all requirements have been met so that your application can be formally accepted.

Please note that an assessment cannot be carried out by an Officer until all information is received, therefore, incomplete application will **not** be accepted. In line with the Shire's recordkeeping requirements, please ensure that the information included on this form is accurate and complete and please retain a copy of the completed form before submitting with the Shire as the form and any supporting documents will not be returned. The Shire accepts no responsibility for any loss, damage, liability or inconvenience suffered by any person as a result of using the form or lodging the form with the Shire.

Mandatory Checklist Requirements All applications must be accompanied by:	Applicant Use Only
Completed Application for Development Application Form	<input type="checkbox"/>
Completed Development Application Checklist	<input type="checkbox"/>
Application Fee/s – Refer to the Planning Fee Schedule	<input type="checkbox"/>
Cover Letter Explaining the Proposal	<input type="checkbox"/>
Copy of Current Certificate of Title	<input type="checkbox"/>
One (1) hard copy of site, floor, elevation and site feature survey plans drawn to a scale of 1:200 or 1:100 (<i>where not submitted through online lodgement</i>)	<input type="checkbox"/>

Plan Specifications	Applicant Use Only
Site Plan (Drawn to scale, at not less than 1:200) <ul style="list-style-type: none"> • Street name(s) and lot number; • Lot dimensions north point and scale; • Existing and proposed buildings and uses; • Existing and proposed ground and finish levels (relative to a nominated datum point or Australian Height Datum (AHD)); • Driveways/access points; • Setbacks; • Lot boundaries (existing and proposed), including strata boundaries; • Details and location of any fencing; • Location & layout of any car parking areas; • Proposed landscaping areas; and • Location of Septic Tanks, Leach Drains and Soakwells related to Sewerage Treatment Systems. 	<input type="checkbox"/>
Floor Plan (Drawn to scale of 1:100 or 1:200) <ul style="list-style-type: none"> • A Plan of every storey with floor levels (Relative Level (RL) or Australian Height Datum (AHD)); • Room layout including walls, doors, windows and proposed use of each room; and • Dimensions of buildings. 	<input type="checkbox"/>
Elevation Plan (Drawn to scale of 1:100 or 1:200) <ul style="list-style-type: none"> • View of every face or proposed building(s)/ Structure(s) detailing all openings (door and windows) and architectural features; • Materials and colours (if known); and • Show floor levels (Relative Level (RL) or Australia Height Datum (AHD)). 	<input type="checkbox"/>
Site Survey Feature (Drawn to scaled 1:100 or 1:200) <ul style="list-style-type: none"> • Including street verge, drawn to scale and endorsed by a Licensed Surveyor. (<i>Note: A Site Feature Survey is not required for ancillary structures (e.g. patio, outbuildings).</i>) 	<input type="checkbox"/>
Landscaping Proposal/Plan In all zones except the Rural zone there will be a landscaping requirement for all developments.	<input type="checkbox"/>

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Additional Considerations	Applicant Use Only
<p>Details of Variation to Standards/ Requirements A justification letter is required to accompany any development application where variations are proposed to the Residential Design Codes or the Shire of Toodyay Local Planning Scheme No. 5 (LPS 5).</p> <ul style="list-style-type: none"> If variation is sought to the Deemed to Comply Requirements of the R-Codes, the justification letter is to demonstrate how to proposal meets the relevant design principles or the R-Codes. If variation is sought to the standards and requirements of LPS 5, the justification letter is to detail how to proposal will not have any adverse effect on occupiers of the development or on the adjoining or nearby landowners in the locality. 	<p>Provided <input type="checkbox"/></p> <p>Not Applicable <input type="checkbox"/></p>
<p>Development Assessment Panel (DAP) - Is this application being referred to the DAP?</p> <p>Exempted Applications If the proposal is for the construction of a single house, carport, patio, outbuilding or associated incidental development and the cost of proposed development is \$2 million or above. Please note development application proposals for less than ten grouped dwellings or multiple dwellings \$2 million or above are optional.</p> <p>Mandatory Applications - Where the cost of development is \$10 million or above.</p> <p>Optional Applications - Where the cost of development is \$2 million or more but less than \$10 million. The application can either be assessed by the Shire of Toodyay (complete and submit the 'Opt-Out' application form available on the Shire of Toodyay website) OR have the application assessed by the DAP (complete and submit the DAP application form available on the Department of Planning, Lands and Heritage website).</p>	<p>Provided <input type="checkbox"/></p> <p>Not Applicable <input type="checkbox"/></p>
<p>Bushfire Planning Requirements If development is proposed on a property which is located in a bushfire prone area (You can confirm whether a property is located within a Bushfire Prone Area by referring to maps available by Landgate, then a Bushfire Attack Level (BAL) assessment is required to be provided, unless;</p> <ul style="list-style-type: none"> The proposed development is for a Single House (or an addition or extension to a Single House, including an Ancillary Accommodation), on a lot that is less than 1,100m² in area; or There is an endorsed Bushfire Management Plan which covers the property and includes a BAL Counter Map. <p>If required, the BAL assessment is to be prepared by an accredited Bushfire Planning Practitioner or BAL assessor. The applicant will be informed of any further information required by the Shire during the assessment of the application.</p>	<p>Provided <input type="checkbox"/></p> <p>Not Applicable <input type="checkbox"/></p>

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Additional Considerations	Applicant Use Only
<p>Multiple Dwellings/ Apartments and Design WA If you are seeking planning approval for multiple dwellings or an apartment development, the Shire advises that the proposal should be consistent with the standards within the Western Australian Planning Commission's (WAPC's) Design WA. Please refer to the Department of Planning, Lands and Heritage website for more information.</p> <p>The Shire is giving due regard to the provisions of Design WA in its consideration of all multiple dwellings and apartment developments. The Shire therefore requests that you do the following:</p> <ul style="list-style-type: none"> • Undertake a self-assessment of your multiple dwellings/ apartment proposal against Design WA and include this as supporting information to accompany your development application submissions to the Shire; and • Ensure compliance of the development proposal with the requirements of Design WA. <p>It is expected that this will streamline the approval process by reducing the likelihood of design-related issues that may arise during the course of the Shire's assessment.</p>	<p>Provided</p> <p><input type="checkbox"/></p> <p>Not Applicable</p> <p><input type="checkbox"/></p>
<p>Health Services, Building and Street Addressing Requirements There are a number of health legislative, building and street addressing requirements that may have implications on your proposed development. It is recommended that you refer to the Shire of Toodyay website for information pertaining to your proposal.</p>	<p>Noted</p> <p><input type="checkbox"/></p>

PAYMENT

Cash: Can be made at the Administration Offices, 15 Fiennes Street, Toodyay

Cheque: Cheques are to be made payable to the Shire of Toodyay and are to be attached to your application and mailed to:

Shire of Toodyay
PO Box 96
TOODYAY WA 6566

Credit Card: All credit card payments incur a surcharge of 0.57%. This includes GST.
Please provide your credit card details below:

Credit Card Type





NAME ON CARD _____

Credit Card Number

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Expiry

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Transaction Amount
(before surcharge)

\$

Surcharge Amount

(Transaction Amount X 0.57%)

\$

Payment Authorisation Card Holders Signature