



SHIRE OF MOORA PLANNING APPLICATION CHECKLIST

This information sheet has been compiled to assist applicants to prepare and lodge an application with the Shire of Moora seeking planning approval for a proposed development.

It is important to note that planning approval may be required not only for new construction but also for a change in landuse.

Applicants need to submit the following information;

1. APPLICATION FORMS TO BE SIGNED BY OWNER(S)	Please Tick.
<p>A planning application form is included as Attachment 1 to this information sheet.</p> <p>The application form must be signed by the owner of the land or the application is not valid. All registered proprietors on the Certificate/s of title/s are required to sign the application form. The Shire cannot process an application without the owners consent.</p> <p>Company ownerships must be signed by:</p> <ul style="list-style-type: none"> - 1 director of the company, accompanied by the company seal, or - 2 directors of the company, or - 1 director and 1 secretary of the company, or - 1 director if a sole proprietorship company. <p>Print or type full names and positions of company signatories underneath the signatures, ie</p> <p style="text-align: center;">John F. Smith - Director Smith Pty. Ltd (A.C.N. xxxxxxxxxx)</p>	<input type="checkbox"/> Form Completed
2. PAYMENT OF PLANNING APPLICATION FEES (REFER ATTACHMENT 2 FOR SCHEDULE OF FEES)	Please Tick.
<p>Planning Application fees are charged in accordance with the Planning and Development Regulations 2009. An application is not valid unless all fees are paid at lodgement.</p> <p>The 2010/2011 fee schedule is included as Attachment 2. The WA Planning Commission released updated fee schedules every financial year.</p>	<input type="checkbox"/> Fee paid
3. PLANS - Four (4) copies of site plans, floor plans and elevations	Tick boxes
<ul style="list-style-type: none"> • Four Site Plans to scale showing: <ul style="list-style-type: none"> - The street names, lot numbers, north point and dimensions of the lot - Location and size of new buildings & existing buildings to be retained (or removed) - The use of existing and proposed buildings to be indicated on the plan - The existing and proposed ground levels (detailed contours, if fill proposed) - The finished floor levels - Location & height of existing or proposed retaining walls 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> - Existing and proposed crossovers (& materials) <input type="checkbox"/> - Existing and proposed parking, driveways, turning & manoeuvring areas <input type="checkbox"/> - Existing and proposed loading / unloading areas (commercial development only) <input type="checkbox"/> - Indication of truck movements (commercial development only) <input type="checkbox"/> - Existing and proposed bin storage areas <input type="checkbox"/> - Existing and proposed landscaping areas <input type="checkbox"/> - Areas and use of any external areas (eg parking) <input type="checkbox"/> - Location of any street trees or other fixtures (power poles, major drains, bores) <input type="checkbox"/> - Details of any existing or proposed fencing (their height and material). <input type="checkbox"/> - The location of all existing easements or relevant major services (eg Telstra line) <input type="checkbox"/> 	
<ul style="list-style-type: none"> ● Floor plans to scale indicating the size and use of each room / area (eg. Office, staff room, warehouse/ storage, shop, showroom/ display of goods). For residential rooms may include bedrooms, study, kitchen etc). <input type="checkbox"/> ● Floor plans to clearly show any mezzanine or upper storey areas and their use. <input type="checkbox"/> 	
<ul style="list-style-type: none"> ● Elevations to scale which show; <ul style="list-style-type: none"> - The view from each property boundary <input type="checkbox"/> - The existing and proposed ground levels (if changes proposed) <input type="checkbox"/> - The finished floor levels (if exceeding 500mm and abuts residential) <input type="checkbox"/> - All external materials / finishes for walls and roof (eg brick, tile, colorbond, timber) <input type="checkbox"/> - All external windows, doors, decks, verandahs etc <input type="checkbox"/> - Colours (if known) in text or using coloured plans <input type="checkbox"/> 	
4. WRITTEN SUBMISSION	
Note: A written submission/ letter should be lodged to explain what is proposed.	
<p>A written submission for residential development should include an explanation of any variations proposed to the Residential Design Codes. <input type="checkbox"/></p> <p>A written submission/ letter for any commercial / industrial development should address:</p> <ul style="list-style-type: none"> - A clear description of existing landuses and processes conducted on site <input type="checkbox"/> - A clear description of the proposed business and new landuses / processes <input type="checkbox"/> - Existing and/or proposed hours of operation <input type="checkbox"/> - Existing and/ or proposed number of employees <input type="checkbox"/> - Explanation of the existing traffic / truck movements and numbers, types of trucks visiting the site etc (if relevant) <input type="checkbox"/> - Anticipated truck movements/ numbers (if relevant) <input type="checkbox"/> - Types of goods to be stored, manufactured, assembled or sold from the site <input type="checkbox"/> - Explanation of the types of machinery used on site <input type="checkbox"/> - Advice on any waste products and their disposal <input type="checkbox"/> - Any other information that the applicant considers relevant <input type="checkbox"/> 	

Note: The Shire has the ability to require additional information considered necessary for assessment of an application. For example, if a person proposes a large shed on a residential property Council may request information on what the shed is proposed to be used for.

For commercial / industrial developments Council may request information such as a truck movement plan, traffic reports, servicing report, acoustic / noise report, fire management plan, copies of existing DEC licences or any other relevant information considered necessary for assessment of the application.

Name of applicant / person who completed checklist
Name of Council Officer who certified the checklist complete.....

ATTACHMENT 1

APPLICATION FORM

(TO BE SIGNED BY THE REGISTERED PROPRIETOR OF THE LAND AS
DESIGNATED ON THE CERTIFICATE OF TITLE)

Manager, Development Services
Shire of Moora
PO Box 211
Moora, WA 6510

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Dear Sir/Madam,

**RE: APPLICATION FOR PLANNING APPROVAL: SHIRE OF MOORA
TOWN PLANNING SCHEME NO4**

OWNER DETAILS:

Name: Address:

..... Post Code:

Phone (work) (home) Fax:

Email:

Contact Person for Correspondence:

Signature: Date:

The signature of the landowner(s) is required on all applications. This application will not proceed without that signature.

APPLICANT DETAILS:

Name:

Address: Post Code:

Phone (work) (home) Fax

Email:

Contact Person for correspondence:

Signature: Date:

PROPERTY DETAILS:

Lot No: House/Street No: Street:

Suburb: Nearest Street Intersection:

Diagram or Plan No: Certificate of Title No: Folio:

Title Encumbrances (eg, easements, restrictive covenants):

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Existing Building/Land Use/Approvals:

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Description of proposed development and/or use:

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Attached Information/Plans: Additional Information for Advertising:

Approximate cost of proposed development: \$......

Estimated time of completion:

OFFICE USE ONLY

Acceptance Officer's Initials:

Date Received:

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Council Reference No:

Receipt:

Delegated Authority

Council Decision Required

Fees: 2013/14 Attached

ATTACHMENT 2

SCHEDULE OF PLANNING FEES 2013/14

SHIRE OF MOORA: Schedule of Planning Fees 2013/14

Notes:

1. Based on 2013/14 fees (Gazette June 2013)
2. As per WAPC Planning Bulletin No 93/2010, the Goods and Services Tax (GST) will not apply to development fees for development applications, subdivision clearances, home occupations, change of uses and zoning certificates. Fees will apply for property settlement questionnaires, written planning advice, scheme amendments and structure plans.

Item	Planning service	Maximum fee
1.	Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is —	
	(a) not more than \$50 000	\$147
	(b) more than \$50 000 but not more than \$500 000	0.32% of the estimated cost of development
	(c) more than \$500 000 but not more than \$2.5 million	\$1 700 + 0.257% for every \$1 in excess of \$500 000
	(d) more than \$2.5 million but not more than \$5 million	\$7 161 + 0.206% for every \$1 in excess of \$2.5 million
	(e) more than \$5 million but not more than \$21.5 million	\$12 633 + 0.123% for every \$1 in excess of \$5 million
	(f) more than \$21.5 million	\$34 196
2.	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee
3.	Determining a development application for an extractive industry where the development has not commenced or been carried out	\$739
4.	Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee
5.	Providing a subdivision clearance for —	
	(a) not more than 5 lots	\$73 per lot
	(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot
	(c) more than 195 lots	\$7 393
6.	Determining an initial application for approval of a home occupation where the home occupation has not commenced	\$222
7.	Determining an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 6 plus, by way of penalty, twice that fee
8.	Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73
9.	Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired	The fee in item 8 plus, by way of penalty, twice that fee
10.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not	\$295

Item	Planning service	Maximum fee
	apply, where the change or the alteration, extension or change has not commenced or been carried out	
11.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out	The fee in item 10 plus, by way of penalty, twice that fee
12.	Providing a zoning certificate (Request to be written - email, facsimile or letter)	\$73
13.	Replying to a property settlement questionnaire (Request to be written - email, facsimile or letter)	\$73
14.	Providing written planning advice (including Sale of Liquor s40 applications) (Request to be written - email, facsimile or letter)	\$73
15	Part 2 - Town Planning Scheme Amendments (Based on actual cost with initial payment of \$3,000)	Payment of an initial \$3,000.00 fee for all scheme amendment requests prior to referral of a report to Council. All fees to be based on the maximum rate of \$79.00 per hour to be charged for 'Director/City/Shire Planner' for all planning assessment work completed by consultants and any meetings/ discussions by the Chief Executive Officer. Note: If amendment not initiated non account funds maybe refunded.
16	Part 3 – Structure Plans	Initial fee to be established based on the application and charge out as for scheme amendment above.
17	Advertisements required for consultation/notification purposes.	All applicants to pay for associated advertising costs of planning approvals and/or scheme amendments (e.g. notices in the paper).
18	Publications. Copies of: Town Planning Scheme No4 (TPL No4) TPL No4 Scheme Maps	\$40.00 \$40.00