

**Local Planning Scheme No. 4  
FORM 1 – APPLICATION FOR PLANNING APPROVAL**

<b>Owner details</b>			
Name/s:			
ABN (if applicable):			
Address:			Postcode:
Contact person for correspondence:			
Phone: (home)	Work:	Mobile:	
Fax:	Email:		
Signature:	Date:	Signature:	Date:
Signature:	Date:	Signature:	Date:
<i>The signature of the owner/s is required on all applications. This application will not proceed without all signatures. 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). *If the owner is a company with more than one director, then the application must be signed by (a) two directors, (b) one director and one secretary, or (c) one director with the company seal. Company directors or secretaries must print their name and position with their signatures above.</i>			
<b>Applicant details (if different from owner)</b>			
Name:			
Address:			Postcode:
Phone: (home)	Work:	Mobile:	
Fax:	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 <input type="checkbox"/> No			
Signature:			Date:
<b>Property details</b>			
Lot No:	House/Street No:	Location No:	
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:	
Title encumbrances (e.g. easements, restrictive covenants):			
Street Name:		Suburb:	
Nearest street intersection:			

Proposed development		
Nature of development:	Works Use	Works and use
Is an exemption from development claimed for part of the development?	Yes	No
If yes, is the exemption for:	Works Use	
Description of proposed works and/or land use:		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use:		
Approximate cost of proposed development: (excluding GST)		
Estimated time of completion:		
<i>OFFICE USE ONLY</i>		
Acceptance Officer's Initials:	Local Government Reference No:	Receipt No:
Date Received:	Fee is: \$	+ advertising: \$

*Please note that there is an additional form that will need to be completed if the proposal includes external signs or advertising.*

## PLANNING APPLICATION CHECKLIST

(to be included in the application)

Application form, fees and land details	Provided	N/A
<b>Completed Form 1 with all landowner signatures.</b> Please provide email addresses to allow for faster correspondence, including copies of planning approvals.		
<b>Copy of Certificate of Title</b> that is less than six months old.		
<b>Planning application fee</b> based on the annual Schedule of Fees, eg: \$147 Development value of no more than \$50,000 (excluding GST) \$441 Retrospective fee (for development not more than \$50,000) \$222 Home Business/Occupation/Family Day Care \$295 Change of Use See current Schedule for development over \$50,000 (sliding scale) Advertising fee of \$35 or \$75 if applicable		
Site Plans (one copy of each plan)	Provided	N/A
<b>Full site plan</b> showing property boundaries at a reasonable scale (eg 1:100, 1:200, 1:500). As well as the proposed development, the site plan must show easements, building envelopes where applicable, and existing structures - including any to be demolished. For large lots a second 'close up' plan should be included to show the development area and surroundings at a reasonable scale. Site plans need to be clear and accurate and show: <ul style="list-style-type: none"> <li>• key environmental features (creeklines, vegetation, rock outcrops)</li> <li>• setbacks from boundaries clearly marked</li> <li>• existing and/or proposed effluent disposal systems</li> <li>• existing and proposed car parking areas and driveways</li> <li>• ground level contours and banking or retaining if proposed</li> </ul>		
Elevations (one copy of each plan)	Provided	N/A
<b>Scaled elevation plans</b> or drawings showing the front, rear and side views of development at reasonable scale (eg 1:50, 1:100, 1:200) <ul style="list-style-type: none"> <li>• natural ground level shown as well as any cut, fill or retaining</li> <li>• finished floor level of buildings</li> </ul> <b>Colours and materials</b> clearly labelled – note that development should be designed to fit in with the natural and built surroundings and use local materials where possible, eg laterite blocks not limestone		
Floor Plans (one copy of each plan)	Provided	N/A
<b>Accurate floor plans</b> for buildings, at reasonable scale (eg 1:50, 1:100, 1:200) showing layout, labelled rooms, overall floor area and site coverage percentage		
Additional Information	Provided	N/A
<b>Justification</b> for requested variation to R Codes, LPS4 Scheme provisions, Precinct Plans or Detailed Area Plans		
<b>Neighbour comments</b> (if consultation conducted by landowners) or fee paid		
<b>BAL &amp; BMS</b> - houses / habitable buildings in bushfire prone areas require a colour copy of a Bushfire Management Statement, including the Bushfire Attack Level Assessment (BAL), prepared by a qualified/accredited consultant.		
<b>Business details</b> including hours and days of operations, numbers of staff and clients, traffic and car parking, and goods or services that would be available		
<b>Stock Management Plan</b> is required for keeping horses or		
<b>Extension of public viewing time</b> I allow the Shire of Mundaring to make copyrighted material submitted available for public viewing during the period of time following the closure of the formal advertising period but prior to the release of the Council agenda. (Note: An applicant does not need to agree to this to enable the application to be lodged or determined).	Tick box for Yes	

- Please check with Planning Staff on 9290 6740 if you are not sure which plans would be required for your application, or if specialist studies are required such as traffic or heritage assessment, or flora and fauna studies.
- Engineering drawings are not usually required at planning stage
- **Submitting your application via email - forward your completed application and documentation to [shire@mundaring.wa.gov.au](mailto:shire@mundaring.wa.gov.au). The Planning Administration Officer will phone the applicant to arrange credit card payment of the planning application fee upon the acceptance of your application.**
- Incomplete applications will not be lodged.