



SHIRE OF
MANJIMUP

Information to Accompany a Development Application

In order to ensure your development application is processed as quickly as possible, the Shire requires the following information and tasks to be completed prior to lodgement of a Development Application.

Completed Application for Development Approval Form

Each application must be accompanied by a completed form that is signed by all the owners of the property. If you are not the owner of the land subject to the application, you must have the owner's sign the form, or provide written approval for the application to be lodged.

Payment of Fee

Each application will be subject to an upfront application fee. The fee for each application is set by the annual Planning Fees and Charges (see separate information sheet).

Site Plan

Two copies of a site plan is to be provided with each application. The site plan is to be scaled or dimensioned at 1:100, 1:200 or 1:500 and showing:

1. The location of the site including street names, lot numbers, north point and the dimensions of the site;
2. The existing and proposed ground levels over the whole of the land the subject of the application and the location, height and type of all existing structures, and structures and vegetation proposed to be removed;
3. Both the existing and proposed means of access for pedestrians and vehicles to and from the site;
4. The location, number, dimensions and layout of all car park spaces intended to be provided;
5. The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
6. The location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the same; and
7. The nature and extent of any open space and landscaping proposed for the site.

Floor Plans and Elevations

Two copies of floor plans and elevations of any building proposed to be erected, altered or retained as part of the development are to be provided. The plans are to be to scale at either 1:50 or 1:100.

Additional Information

In particular circumstances, additional information may be required. This information may include additional plans, traffic, heritage, environmental, engineering or urban design studies, existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site to support the proposed development.

The need for this additional information will be discussed with each applicant on a case-by-case basis.

Information for Heritage Matters

Where an application affects a property on the Scheme Heritage List, the Shire may require the following information in addition to the standard requirements:

1. **Two copies** of street elevations drawn to scale not smaller than 1:100 showing the proposed development and the whole of the existing development on each lot immediately adjoining the land the subject of the application, and drawn as one continuous elevation; and
2. **Two copies** of a detailed schedule of all finishes, including materials and colours of the proposed development and, unless the local government exempts the applicant from the requirement or any part of it, the finishes of the existing developments on the subject lot and on each lot immediately adjoining the subject lot.

Advertisements

Applications for advertisements (signs) are required to be accompanied by an additional form outlining the details of the proposed signage. This form is available from the Shire.

Insufficient Information

In the event that the Shire receives an application without sufficient information to allow for it to be processed, the Applicant will be required to provide the additional information within 14 days or longer period agreed by the Shire. Until such time as the required information is provided, the application will be incomplete and not considered valid, is placed on hold and not subject to the deemed refusal provisions of the Scheme.

Application Checklist

Use the following as a quick guide to ensuring your application is complete:

- Completed and signed Application for Development Approval form.
- Payment of the required application fee.
- Site Plan to scale showing the required information (2 copies).
- Floor Plan and Elevations for buildings (2 copies).
- Bushfire Prone Areas
 - * BAL Contour Map or BAL Assessment
 - * The identification of any issues arising from the BAL Contour Map or BAL Assessment
 - * An assessment against the bushfire protection criteria contained within the "Guidelines for Planning in Bushfire Prone Areas" demonstrating compliance within the boundary of the Development Application.
- Additional information as required by the Shire.
- Additional information for heritage matters (2 copies).
- Completed advertisement application form (for signage).

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Statutory Planning section be sought prior to lodgement of a Development application.

The Shire of Manjimup disclaims any liability for any damages sustained by a person acting on the basis of this information.