



**Application for Development Approval
Shire of Manjimup
Local Planning Scheme No. 4**

PO Box 1 Manjimup WA 6258
Phone: (08) 9771 7777 Fax: (08) 9771 7771

SHIRE OF
MANJIMUP

ALL SECTIONS MUST BE COMPLETED

Owner Details		
Name:		
Company/Organisation Name (if applicable):		
ABN (if applicable):		
Postal Address:		Postcode:
Phone:	Fax:	
Home:	Work:	Mobile:
Email:		
Contact Person for correspondence:		
Signature:	Date:	
Signature:	Date:	
<p><i>The 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).</i></p>		

Applicant Details (if different from owner)		
Name:		
Postal Address:		Postcode:
Phone:	Fax:	
Home:	Work:	
Mobile:		
Email:		
Contact Person for correspondence:		
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Signature:	Date:	

Property Details		
Lot No.	House/Street No.	Location No.
Diagram or Plan:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name:		Suburb:
Nearest Street Intersection:		

Proposed Development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use <input type="checkbox"/> Retrospective Application
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	
Description of proposed works and/or land use:	
Description of exemption claimed (if relevant):	
Have you completed your Due Diligence Assessment in accordance with the <i>Aboriginal Cultural Heritage Act 2021</i> ?	
BAL Assessment of BAL Contour Map Number (if Bushfire Prone Area):	
Does this proposal require the clearance of native vegetation indigenous to the local area:	
If so what is the area:	
Nature of any existing buildings and/or use:	
Approximate cost of proposed development:	
Estimated time of completion:	
Materials / Colours to be used on External Surfaces:	

Office Use Only	
Acceptance Officer's initials: Local government reference No.	Date Received: Fee



MANAGEMENT PLAN

Property and Permit Holder Details	
Holiday House Address	
Holiday House Permit Holder (i.e. Property Owner)	
Permit Holder's Residential Address (i.e. Not a PO Box)	
Permit Holder's Postal Address (If not same as residential address)	
Permit Holder's Daytime Contact Number(s)	
Permit Holder's Email	

Local Manager's Details	
Name of Manager	
Residential Address (i.e. Not a PO Box)	
Postal Address (If not same as residential address)	
Day Time Contact Number	
All-Hours Contact Number (To be made available to guests)	

Management Details	
Number of Guest Bedrooms (Attach scaled floor plan showing areas available to guests and any areas not accessible).	
Maximum number of guests able to be accommodated at the premises.	
Will pets be accommodated? If so, please provide details of how these will be secured.	
Location and number of car parking spaces available to guests inside the property.	
How is water supplied to the premises? If an on-site water supply is provided, provide details of type and capacity.	
Detail the method of guest booking.	





Detail the method of key collection / drop off.	
Detail the cleaning and servicing arrangements.	
Detail rubbish disposal arrangements.	
Will signage be displayed at the property? If so, provide details, including location, size and design.	

Other Comments on Management





EMERGENCY PLAN

A copy of this information is to be displayed in a prominent location in the holiday house for guests to refer to in the event of an emergency.

Property Details	
Legal property address <i>This is the formal property street address and locality as shown on the Certificate of Title.</i>	
Nearest road intersection	
Local Government Area	Shire of Manjimup
Land line telephone number <i>If a land/fixed telephone is connected to the premises.</i>	
Is there mobile phone / data coverage available. If so, which telcos?	

Emergency Contacts and Information	
National Emergency Service Number <i>Police, Ambulance, Fire</i>	000
State Emergency Service Assistance <i>Non-emergency</i>	132 500
Emergency Information <i>Phone and Website</i>	1300 657 209 www.dfes.wa.gov.au
Radio frequency of the official local emergency radio broadcaster <i>i.e. ABC Local Radio</i>	
Nearest Emergency Muster Point / Evacuation Centre <i>Include route map if required.</i>	

Nearest Hospital Information (24hr Emergencies)	
Name	
Address	
Distance from Holiday House	
Telephone Number	

Bush Fire Brigade Information (if outside of a Townsite or settlement)	
Name of local brigade	
Name of local fire control officer	
Phone number for local fire control officer	





Site Specific Emergency Matters	
Any Site Specific Emergency Situations that may occur that guests should be made aware of?	
<input type="checkbox"/>	Flooding
<input type="checkbox"/>	House Fire
<input type="checkbox"/>	Bush Fire
<input type="checkbox"/>	Snakes
<input type="checkbox"/>	Mosquitos
<input type="checkbox"/>	Other

Other Matters



SHIRE OF
MANJIMUP

Holiday Accommodation

The Shire of Manjimup supports the need for effective provision of Holiday Accommodation within the Municipality. The Council is prepared to support the provision of these facilities where it can be demonstrated that such facilities are compatible with the surrounding area and in accordance with the Shire of Manjimup Local Planning Scheme No. 4 (LPS4).

What is Holiday Accommodation?

Holiday Accommodation means land and buildings providing facilities for tourists and travellers, including chalets, cabins, farm stay, bed and breakfast, camping grounds, caravan parks and motels, none of which is occupied by the tenant for a period of more than three months in any one calendar year.

What are Council's requirements?

A completed Development Application form, Management Plan, Emergency Plan form and planning application fee are required to be submitted to the Shire of Manjimup along with the following information to support the application:

- Accurate Site Plan of the property, to scale demonstrating all existing buildings/structures on the property and access to the property;
- Floor plan of the proposed Holiday Accommodation building;
- Emergency Evacuation Plan for the building;
- Management Letter outlining the general day to day management of the property, including number of guests, car parking facilities, rubbish removal, how bookings will be managed, if any other facilities will be provided for guests ect.
- Development Application fee (to be confirmed in the current Fees and Charges) and an annual renewal of permit in the subsequent years.

Approval of the application is necessary prior to the use of the premises as any form of Holiday Accommodation, Where a new building, or alterations or additions to an existing building is proposed a Building Permit application will also need to be submitted prior to the commencement of the work.

What other Requirements are there?

All Holiday Accommodation facilities are required to comply with the provisions and requirements of Building and Health By-Laws and Regulations applicable within the Shire of Manjimup.

Any form of Holiday Accommodation will require a Certified Building Permit application to be submitted to reclassify the building from a Class 1a building to a Class 1b building. Please contact the Shire of Manjimup Building Services Department for further information on 08 9771 7777.

Properties that are approved to establish Holiday Accommodation which are not on scheme water need to consider if they intend to supply potable water (drinking water) to their guests and if so how they will manage the treatment of such to ensure drinking water quality. Please contact our Environmental Health Department on 08 9771 7777 for further information.

Further to the information provided in this brochure, If you have any further enquiries please do not hesitate to contact Statutory Planning Services on 08 9771 7777 or email info@manjimup.wa.gov.au.

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.

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Brochure updated January 2017



Processing Your Development Application INFORMATION SHEET

The following is a brief overview of how your Development Application is processed by the Shire.

Checking and Registration of Application

When applications for Development Approval are submitted, the Shire's Statutory Planning section checks to see if the appropriate information and fees have been provided by the applicant. For more details on this, see the *Information to Accompany a Development Application* information sheet. It is important that you provide the required information up front to prevent delays in processing your application.

If the applicant has provided appropriate information and fees, the application is registered and a preliminary assessment occurs to determine whether public and/or agency comment is required.

Consultation

It is important that the Shire receives appropriate information to make an informed decision on the Development application. Therefore, subject to the Shire's Local Planning Scheme No. 4 and its Consultation Local Planning Policy, comments may be sought from surrounding landowners, the general public, Shire Councillors, utility providers and government agencies.

The extent of advertising will depend upon the development. For applications that require a variation to normal standards, the default is for neighbours to be informed and provided 14 days in which to make comment. If no comments are received, the Shire considers the neighbour has no objection.

More complex proposals will require wider consultation, including newspaper notices, signs on the site and letters to a wider number of surrounding landowners. The advertising period may be increased to 28 days at the determination of the Shire.

The Shire will also seek the comments of other government agencies, depending on the nature of the proposal. Applications that may impact on environmental matters are referred to the Department of Environment and Conservation, Department of Water and Department of Health. Development of land adjacent to a highway is referred to Main Roads WA. Other agencies, such as the Department of Indigenous Affairs and Department of Agriculture and Food may be consulted where required.

Where consultation has occurred, the Shire is required under its Scheme to have due regard to any comments received. This should not be construed that an objection will automatically oblige the Shire to refuse the application.

Decision Making

Most straight-forward Development applications are determined by Shire staff under delegated authority from Council. This speeds up the decision-making process, as well as reduces the number of applications to be determined at a Council Meeting.

Only applications that are to be approved are dealt with under delegated authority. If refusal is warranted, the application is referred to Council for determination.

In addition to any applications where refusal is considered necessary, more complex proposals and those where objections have been received are also referred to Council.

This process includes Shire staff writing a report to Council containing the background on the proposal, the planning requirements and recommending either approval or refusal of the application. Council can elect to accept the Staff recommendation or resolve differently. The resolution of Council becomes the decision on the application.

Council Meetings

Council meetings are normally held every 3 weeks on a Thursday commencing at 5:30pm. The agenda for each meeting is usually released to the public on the Friday prior to the meeting. Applicants that have an application in the agenda are informed in writing of this fact and provided a copy of the agenda report, or informed of its availability on the Shire's website. Persons who have made a submission on an application are also advised.

Council meetings dates and venues are published on the Shire's website and are open to the public. There is a public question / statement time at the beginning of each meeting where Applicants can briefly present on their application if desired.

Timeframe

The following are general timeframes for Development applications to be determined by the Shire and should be used as a guide only. The timing of an individual application will depend upon its complexity, the need for consultation and whether it is to be determined at a Council meeting. Under the Shire's Local Planning Scheme No. 4, applications are required to be determined within 60 days (90 days when consultation is required). Notwithstanding this, the Shire works towards dealing with all applications as quickly as possible.

Applications that comply with the Scheme (no consultation): 2-3 weeks.

Applications that require consultation but can be approved by Shire staff: 3-4 weeks

Applications that are to be determined at a Council Meeting. 6-8 weeks

Conditions

Many Development Approvals will include one or more conditions that need to be complied with either during construction or during use. These conditions are based on the requirements of the Shire's Scheme and Policies and are used to ensure your development meets acceptable standards.

The Shire will monitor progress on conditions on a case-by-case basis to ensure compliance. Where a condition has not been met, the Shire will work with the landowner to address the condition. Although working positively with developers is the Shire's preference, it can elect to issue an infringement or prosecute under the *Planning and Development Act 2005*.

Right of Review

Almost all Development decisions provide the ability for an aggrieved applicant to seek a review of the decision. Reviews are usually used where an applicant wishes to have a refusal reviewed or is unhappy with the conditions of approval.

There are two main avenues of review. **Request for reconsideration** by Council can be used when the applicant believes there is new information the Shire was unaware of when determining the original application which may change the decision. **Application to the State Administrative Tribunal** can be made in order to have an independent decision made. Both avenues of review must be lodged within 28 days of the initial decision.

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.

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