



**Shire of Derby /
West Kimberley**

GUIDELINES FOR MAKING APPLICATION FOR PLANNING CONSENT AND/OR DEVELOPMENT APPROVAL

DEVELOPMENT SERVICES
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COMMENCEMENT OF WORK SHOULD NOT BE UNDERTAKEN UNTIL APPROVAL HAS BEEN GIVEN

APPLICATION GUIDELINES:

1.0 INTRODUCTION

These guidelines have been prepared to assist people making application for Planning Consent and Development Approval. The guidelines do not fully detail the requirements or provisions of:

- Council's Town Planning Schemes and policies;
- The Residential Planning Codes;
- Any other relevant legislation.

It is recommended that applicants discuss proposals with the Shire Planner prior to finalising plans and submitting a formal application.

2.0 APPROVALS

Planning Approval is required before the commencement of any new use and most building work on any property within Fitzroy Crossing, Derby and Camballin, including the Aboriginal communities who have a community layout plan.

3.0 DATE OF SUBMISSION OF APPLICATIONS FOR PLANNING APPROVAL

Where an application for Planning Consent is required to be considered by Council it should be submitted to Council's Development Services office not later than 21 days prior to the date of the next meeting of Council. Where advertising is required, allowance for this is necessary if the application is to be considered at a particular Council meeting. Council meetings are usually held on the last Thursday of each month except December (earlier) and January (no meeting).

4.0 ADVERTISING

Some proposals may be required to be advertised before Planning Consent can be issued. The advertising may take the form of signs on site and/or neighboring landowners being informed of the proposal in writing. The normal advertising time is 21 days. Council's Planner will advise you of the requirements following receipt of your application.

5.0 APPLICATIONS

- All applications are to be submitted with a Planning Consent/Development Approval application form
- All owners of the land are to sign the application form in the Owner Details Section.
- Please refer to other Council policies for further requirements for Home Occupations and transportable buildings.

Further information may sometimes be required to support some Planning Consent applications particularly major projects, changes of land use and home occupations.

6.0 DEVELOPMENT ASSESSMENT PANELS

From 1 July 2011, applications for approval of development with an estimated cost of \$7 million or more or developments of a certain class will be determined by a Development Assessment Panel (DAP). For more information please contact Council or visit our website at www.sdwk.wa.gov.au

7.0 PLANS AND DOCUMENTATION REQUIRED

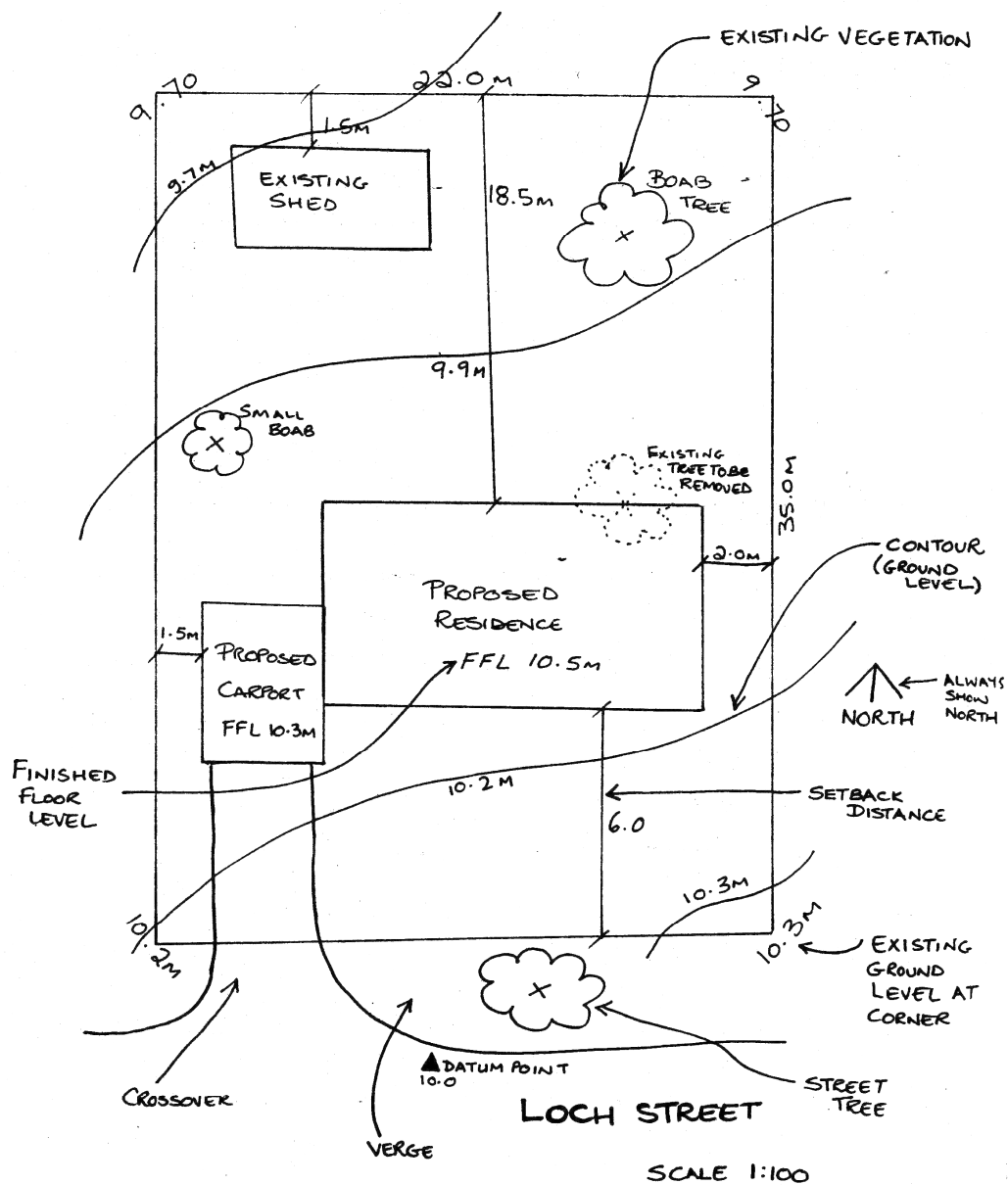
Plans: Three sets of plans must be submitted with all applications including:

- Site plan
- Floor plan
- Elevations

Floor Plans & Elevations: should show the proposed use of all rooms, dimensions of all buildings, ground levels and finished floor levels, details of construction of the walls, floors and roof.

Landscaping Plans: are required for all Planning applications for Commercial, Industrial and Grouped Dwelling projects.

EXAMPLE OF A SITE PLAN AND THE INFORMATION REQUIRED ON IT



ALL PLANS MUST BE DRAWN TO SCALE



SDWK OFFICE USE ONLY:

P/C No.

Shire of Derby/West Kimberley

Application for Planning Consent

Development Approval

Home Occupation

Extractive Industry

TICK APPLICABLE

PROPERTY DETAILS :

Lot/Reserve No House No

Street Suburb/Community

OWNER DETAILS :

Name

Address (Postal)

Phone (Wk) (Hm) (Fx)

Contact Person

Signature(s) Date

The signature of the landowner(s) is required for Planning Approval. This application will not proceed without that signature

APPLICANT DETAILS :

Name

Address (Postal)

Phone (Mob) (Wk) (Hm)

(Fx) Signature Date

DETAILS OF DEVELOPMENT :

Existing building/land use

Est date of completion

Description of development / or proposed use

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Cost of development \$ Area (m²)

SIGN LICENCE : *(Plans to be attached)*

Type of Sign

Position

Dimensions Materials