



DEVELOPMENT APPLICATION GUIDE

This Development Application Guide has been provided to help you submit a complete and correct application to enable the Shire to properly assess your development proposal and arrive at a fair determination. The Guide applies to all development within the Shire requiring development approval/consent pursuant to Local Town Planning Scheme No. 7; or Local Town Planning Scheme No.7; or Interim Development Order No. 9.

The following Checklist specifies the information that must or may be included in your application, depending on the nature and extent of the proposed development. Some of the information must be included in the application as a legal requirement. Assessment will only commence once ALL information is received.

Failure to submit all the required information for the proposed development type may result in a delay in assessment of your application, or refusal of the application. The Shire may waive some of the requirements set out in the checklist if they are deemed irrelevant to the specific proposal. Please note that the Checklist isn't exhaustive and there may be certain circumstances where the Shire may require additional information not listed in the checklist in order to properly assess your application.

This Guide is intended to provide general information only and verification with the original relevant legislation, policies or other documentation is required for detailed references. The development application must consist of the following (unless otherwise agreed):

- A completed **Development Application Form**.
- A **Covering Letter** addressed to the Chief Executive Officer detailing the development proposal and addressing any important issues is strongly advised.
- A completed **Development Application Checklist** is strongly advised.
- Two copies of a full **site plan**, **floor plan** and **elevation** drawings (or photos where required) of all aspects (views) of the proposal.
- Payment of the relevant **Development Application Fee**, as set out in the Town Planning section of the Shire's Schedule of Fees and Charges must accompany the **Development Application**. Alternatively, the Shire will provide an invoice for the **Development Application Fee** however your **Development Application** will not be 'received' until payment is made.

Derby

 (08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

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The information provided is a guide only and any queries regarding specific sites or development should be directed to the Shire on (08) 91910999 or sdwk@sdwk.wa.gov.au

Processing of Your Development Application

When a development application is submitted, the Shire will initially check to see if all appropriate information and fees have been provided by the applicant. If not, the applicant will be contacted within 7 days (in most cases) to address any outstanding matters prior to further processing of the application.

Consultation

It is important that the Shire receives all necessary information to make an informed decision on the development application. The Shire's Manager Development Services will determine whether comments on the Application should be sought from:

- adjoining and nearby landowners; and/or
- the broader community and other stakeholders; and/or
- relevant State Government or other agencies.

For complex or possibly contentious applications, including those with the potential to have a pronounced impact upon the immediate locality or broader community, an application may be advertised in a local newspaper, on the Shire website and may have a sign erected onsite and/or correspondence forwarded to nearby landowners. Additionally, certain types of applications may also be referred to relevant State Government or other agencies for comment.

Consultation for most development applications will be for a period of not less than 14 days in which any landowner/resident or other party may provide a written comment to the Shire regarding the application. More complex applications or those requiring input from State Government agencies, are typically referred for at least 28 days. A seven day extension to the consultation period is generally applied during holiday periods (i.e. Christmas or Easter).

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Determination

Following the close of any required notification period the Manager Development Services will establish whether the application can be determined by under delegated authority or whether the application must be presented to Council for determination.

Most applications where consistent with the relevant local planning scheme, planning policies, other regulations and where no objections have been received through the consultation process, can be determined under delegated,

Where a bona fide objection is received in writing, or the application cannot be determined under delegated authority for any other reason such as complexity of the application or variation(s) being sought, the application must then presented to Council for determination. Council meetings are held on the last Thursday of each month (except for December) therefore extending the time period for determination.

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