

## Development Application Procedure and Requirements

Certain development, including a Change in the Use of Land, requires the prior approval of Council, pursuant to the *Shire of Beverley Local Planning Scheme No. 3*. Amongst others, a Development Application, also referred to as an Application for Planning Approval is required for:

- Single houses in the *Rural* and *Rural Townsite Zones*;
- Development of Industrial and Commercial Buildings;
- Development of Sheds and other Outbuildings in all zones;
- Modifying the natural landform such as by earthworks, dams and drainage works in certain zones;
- Changes made to an existing use of land and/or buildings, which may not include any construction, such as a Panel Beater proposing to occupy an existing building;
- Development (including proposed demolition and renovations) on sites listed on the *State Register of Heritage Places* and Category 2 listed places in the Shire's *Local Heritage Survey*; and
- Use of rural land for intensive agriculture, such as amongst others, tree farms, feedlots, piggeries, aquaculture, etc.

Development approval is not required for the following, although a **Building Permit** may be required (consult with Council's Building Surveyor):

- Single Houses in the *Residential*, *Rural Residential* and *Rural Smallholding Zones* that comply with all *Shire of Beverley Local Planning Scheme No. 3* and *Residential Design Codes* requirements;
- Carrying out of internal works on any buildings that do not alter the external appearance of the building;
- Patios, carports and verandas proposed to be attached to a dwelling that complies with the *Shire of Beverley Local Planning Scheme No. 3* and *Residential Design Codes* requirements.

### APPLICATION

In order to accurately process a Development Application, the following information and details must be provided:

- A completed Application for Development Approval Form, signed by the present owner(s) of the land (all owners must sign);
- An application fee, calculated based on the estimated development value of the proposed development - contact the Shire for details.
- **Written justification** explaining the Development Proposal.
- A **Scaled Site Plan** of a scale not less than 1:500 showing (where applicable):
  - Street names, lot number(s), north point, boundaries and dimensions of the site;

- The location, **including setback distances from boundaries** and existing buildings and the use of the buildings proposed to be erected on the site;
- The location and proposed use of any existing buildings to be retained;
- The existing and proposed means of access for pedestrians and vehicles to and from the site;
- The location, number, dimensions and layout of all car parking spaces intended to be provided;
- 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 these areas;
- Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain;
- Any other plan or information that the Council may reasonably require to enable the application to be determined, i.e. **Bushfire Attack Level Assessment** (BAL assessment), if the proposed development site is located within a Bushfire Prone Area – see Shire for details.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS RECEIVED AND THE APPROPRIATE PLANNING FEE PAID.**

Applications must be lodged with Council by the first Monday of each month so that Council can determine the application at its Ordinary Meeting held on the fourth Wednesday of each month. Applications, particularly late applications may be held until the following month's meeting.

**REFERRAL AND CONSIDERATION**

When an application is lodged, Council's Shire Planner will assess the information provided by the applicant and decide whether it requires notification (advertising), pursuant to Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for which a 14 to 42-day period is provided for in the aforesaid Regulations.

Most applications will be determined at an Ordinary meeting of council (fourth Tuesday of each month). Council, in considering an application, has due regard to amongst others, the following:

- Compliance with the relevant provisions of the *Shire of Beverley Local Planning Scheme No. 3* including any relevant proposed scheme amendments;
- Any planning policy, strategy or plan adopted by council;
- Any relevant Statement of Planning Policy, other policy, plan or strategy of the Western Australian Planning Commission;
- Preservation of the amenity of the locality;
- Any relevant submissions received on the application;
- Requirements of orderly and proper planning;
- Preservation of any object or place of heritage significance; and
- Any other planning consideration that is considered relevant.