



City of  
**Geraldton-Greenough**  
Climate of Opportunity

## **FORM OF APPLICATION FOR PLANNING APPROVAL**

(PLEASE USE BLOCK LETTERS & COMPLETE ALL BOXES) Application No: \_\_\_\_\_

### **OWNER DETAILS:**

Name(s): \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: The signatures of ALL the owner(s) is required to process this application.**

### **APPLICANT DETAILS: (if different from owner)**

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PROPERTY DETAILS:**

Assessment No: \_\_\_\_\_ Lot/Location No: \_\_\_\_\_ House/Street No: \_\_\_\_\_

Street Name: \_\_\_\_\_ Locality/Suburb: \_\_\_\_\_

Diagram/Plan No: \_\_\_\_\_ Volume No: \_\_\_\_\_ Folio No: \_\_\_\_\_

*continued over .....*

**EXISTING DEVELOPMENT/LAND USE:**

Nature of any Existing Development/Land Use: \_\_\_\_\_

**PROPOSED DEVELOPMENT/LAND USE:**

Description of Proposed Development/Land Use: \_\_\_\_\_

Approximate Cost: \_\_\_\_\_

Estimated Time of Completion: \_\_\_\_\_

**REQUIRED INFORMATION & FEES:**

Please refer over for the information required to be submitted with this application and the schedule of fees. This application will not be processed without all required information including payment of the appropriate fee.

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Application No: \_\_\_\_\_

Accepting Officer's Initials: \_\_\_\_\_ File Number: \_\_\_\_\_

Required Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

**This form constitutes an Application Form in accordance with the relevant appendices  
of the various Town Planning Schemes of the City of Geraldton-Greenough**

## **ACCOMPANYING MATERIAL**

The provision of sufficient information accompanying an application for planning approval will ensure that the application will:

- Be considered entirely on its merits but with regard to the public interest; and
- Dealt with in an expeditious and efficient manner.

More specifically, it will enable Council (and its authorised officers) as the responsible decision-making authority to:

- Have a reasonable understanding of the general nature and processes of the development proposed;
- Gauge the likely impact and effect of the development proposed on the local neighbourhood in which it is proposed and the community overall; and
- Determine whether the development controls can be met and the objectives of both the zone in which the development proposed is to take place and the Scheme overall can be achieved.

Unless the Local Government waives any particular requirement every application of planning approval is to be accompanied by:

- (a) A covering letter outlining the general nature of the proposed development and where relevant:
- i. A description of processes involved, with particular reference to the likely emission of any noise, vibration, smell, light, electrical interference, fumes, smoke, dust, oil and other waste products, vehicular traffic generation, and whether safety or health hazard to nearby residents and/or occupiers of land and buildings;
  - ii. The number of persons proposed to be employed in the undertaking of the development;
  - iii. The date and hours of operation of the development;
  - iv. The nature and extent of any machinery proposed to be used in the operation of the development (including likely noise levels to be generated); and
  - v. The number of vehicles to be used in connection with the undertaking and operation of the development.

(b) **Three copies** of the plan or plans to a scale of not less than 1:100 showing:

- i. The location of the site including street names, lot numbers, north point and the dimensions of the site;
- ii. 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;
- iii. The existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;
- iv. The existing and proposed means of access for pedestrians and vehicles to and from the site;
- v. The location, number, dimensions and layout of all car parking spaces intended to be provided.
- vi. 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.
- vii. 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
- viii. The nature and extent of any open space and landscaping proposed for the site.

(c) Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain;

(d) Any specialist studies that Local Government may require the applicant to undertake in support of the application such as traffic, heritage, environmental, engineering or urban design studies; and

(e) Any other plan or information that the Local Government may require to enable the application to be determined.

## TOWN PLANNING SERVICES FEES (2009 / 2010)

ITEM	DESCRIPTION OF PLANNING SERVICE	FEE
1	Determination of development application (other than for an extractive industry) where the estimated cost of the development is: a) Not more than \$50,000 b) More than \$50,000 but not more than \$500,000 c) More than \$500,000 but not more than \$2.5 million d) More than \$2.5 million but not more than \$5 million e) More than \$5 million but not than \$21.5 million f) More than \$21.5 million	\$132 \$0.30% of the estimated cost of development \$1,500 + 0.24% for every \$1 in excess of \$500,000 \$6,300 + 0.20% for every \$1 in excess of \$2.5m \$11,300 + 0.12% for every \$1 in excess of \$5m \$31,100  NOTE: If development has commenced or been carried out, an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application (in addition to the initial application fee)
2	Amended plans (this applies where a determination is already given by the City or where amended plans are submitted and not requested by the City)	66% of the original application fee with a minimum of \$66
3	Single House – Residential Design Codes performance criteria or Town Planning Scheme variation assessment	\$66 per performance criteria / Town Planning Scheme variation assessed with a minimum of \$132 and a maximum of \$660
4	Demolition where Planning Approval required	\$132
5	Application for approval of home based business (including cottage industry): a) Initial fee b) Annual renewal fee	\$199 \$66  NOTE: If the home based business or cottage industry has commenced, an additional amount of \$398 by way of penalty
6	Application for change of use or for alteration or extension or change of a non-conforming use which item 1 does not apply	\$265  NOTE: If the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount of \$530 by way of penalty
7	Extension of current Planning Approval	\$100 + GST
8	Relocation of building envelope	\$132
9	Determination of development application for an extractive industry	\$662  NOTE: If development has commenced or been carried out, an additional amount of \$1,324 by way of penalty
10	Provision of a subdivision clearance: a) Not more than 5 lots b) More than 5 lots but not more than 195 lots c) More than 195 lots	\$66 per lot \$66 per lot for the first 5 lots and \$33 per lot thereafter \$6,617
11	* Minor Scheme Amendment (ie. an amendment that involves only textural changes or rectifies a zoning anomaly): a) Request for Council initiation b) Lodgement of full documentation c) Conclusion of advertising for Council adoption	\$3,000 + GST total, with payment in stages as follows:  \$700 + GST \$1,500 + GST (25% refundable if not advertised) \$800 + GST
12	* Major Scheme Amendment (ie. an amendment that involves a zoning change): a) Request for Council initiation b) Lodgement of full documentation c) Conclusion of advertising for Council adoption	\$5,500 + GST total, with payment in stages as follows:  \$1,200 + GST \$2,700 + GST (25% refundable if not advertised) \$1,600 + GST
13	* Minor Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar: a) Lodgement of documentation b) Conclusion of advertising for Council adoption Modifications to Plans once approval given	\$2,500 + GST total, with payment in stages as follows  \$1,500 + GST (25% refundable if not advertised) \$1,000 + GST \$800 + GST
14	* Major Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar: a) Lodgement of documentation b) Conclusion of advertising for Council adoption Modifications to Plans once approval given	\$4,500 + GST total, with payment in stages as follows:  \$2,750 + GST (25% refundable if not advertised) \$1,750 + GST \$1,600 + GST
15	Issue of zoning certificate	\$66
16	Issue of Section 40 certificate	\$66 + GST
17	Issue of written planning advice	\$66 + GST
18	* Road / R.O.W / P.A.W. request for closure	\$500 + GST
19	Advertising a) On site signage b) Newspaper advertising	\$250 + GST per sign \$250 + GST per advertisement
20	CD digital copy of planning document	\$20 + GST
21	Pre-strata inspection	\$250 + GST

NOTE: All fees are exempt from GST unless otherwise indicated.

\* Fee is inclusive of all associated advertising charges.