



## SHIRE OF WANDERING DEVELOPMENT APPLICATION CHECKLIST

### Application Form

- Owner Details. Full details of all owners and signatures are required.
- Applicant Details (if different from owner).
- Property Details.
- Proposed Development Details.

NOTE: The Application for Development Approval form distinguishes **use** and **works** separately. In relation to use, any change or commencement of use constitutes 'development' under the *Planning and Development Act 2005* and may require approval under the Shire's Town Planning Scheme No. 3. Works includes any demolition, erection, construction, alteration of or addition to any building or structure on the land, and the carrying out on the land of any excavation or other works.

### Development Plans – required for ALL applications

- One (1) copy of a site plan to a scale of not less than 1:500.
- One (1) copy of a floor plans and elevations (where works are proposed) to a scale of not less than 1:200.
- Location of the site, street names, lot number(s), north point and lot dimensions.
- Land use (existing and proposed) including proposed hours of operation, and buildings and structures to be erected on the site.
- Ground levels (existing and proposed) including finished/floor levels of any works.
- Access to the site (existing and proposed) for pedestrians and vehicles.
- Parking spaces including location, number, dimensions and layout.
- Any utility areas including loading and unloading areas, storage, infrastructure etc.
- Landscaped/vegetated areas (existing and proposed) including the nature and extent of open spaces.

### Land Use Applications - in addition to the above development plans

- A cover letter or report detailing the nature of the proposed use, including:
  - The day-to-day operation and function of the proposed use.
  - Hours of operation.
  - Number of employees.
  - Details of access and parking.
  - Details of any additional services or utilities required such as deliveries, service areas or additional infrastructure.
- The Shire may, upon assessment, require any other plan, information, or specialist studies to enable the application to be determined.

**Should an Application for Planning Approval not contain all the requirements, as detailed above, it will be considered incomplete and will NOT be accepted by the Shire of Wandering**

**Address:** 22 Watts Street, Wandering 6308  
**Post:** The Shire of Wandering  
 22 Watts Street  
 WANDERING WA 6308

**Phone:** 08 9884 1056  
**Fax:** 08 9884 1510

**Email:** [reception@wandering.wa.gov.au](mailto:reception@wandering.wa.gov.au)



## SHIRE OF WANDERING APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details	
Name(s):	
ABN (if applicable):	
Address:	
	Post Code:
Phone (work):	Phone (home):
Phone (mobile):	Fax:
Email:	
Contact person for correspondence:	
Signature:	Date:
Signature:	Date:
Signature:	Date:
<p>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 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 clause 62(2).</p>	

Applicant Details	
Name(s):	
Address:	
	Post Code:
Phone (work):	Phone (home):
Phone (mobile):	Fax:
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:

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Property Details		
Lot No.:	House/Street No.:	Location No.:
Diagram/Plan No.:	Certificate of Title No.:	Folio:
Title encumbrances (eg. Easements, restrictive covenants):		
Street Name:	Suburb:	
Nearest Street intersection:		

Nature of development: <input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use (specify below)
Description of proposed works and / or land use:
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 the exemption claimed (if relevant):
Nature of any existing buildings and/or land use:
Approximate cost of proposed development (excl. GST):
Estimated time of completion:

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OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:
Local Government reference No.:	

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