



Town Planning Scheme No 3

APPLICATION FOR PLANNING APPROVAL

PROPERTY DETAILS			
Lot No.	Street No.	Street Name	Suburb

CERTIFICATE OF TITLE		
Plan Diagram	Volume	Folio
<i>Note A: A copy of the title for the property must be provided (including the title plan/diagram)</i>		

EXISTING USE OF SITE

DESCRIPTION OF PROPOSED DEVELOPMENT	
<input type="checkbox"/> Dwelling	<input type="checkbox"/> Sign Application
<input type="checkbox"/> Building Envelope	<input type="checkbox"/> Showroom
<input type="checkbox"/> Commercial/Office	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Other	<i>Please refer to attached checklist for additional requirements for certain types of applications</i>
Value of Development (approx) \$	Estimated Date of Completion:

APPLICANT DETAILS <i>(only complete this section if different from owner)</i>	
Business Name	_____
Contact Name	_____
Postal Address	_____
Phone	_____
Email Address	_____
Signature	Date

OWNER DETAILS	
Name	_____
Postal Address	_____
Phone	_____
Email Address	_____
Signature	Date

Note B: The signature of the landowner(s) is required for Planning Approval. In the event of the landowner and applicant not being the same person(s), staff liaison will only occur with the applicant as the lawful agent, and not the owner. It is the responsibility of the owner to check the accuracy of the information on this application form before signing it.

CHECKLIST FOR PLANNING APPLICATIONS

Information Requirements	Applicant Use	Office Use
• Completed and Signed Application Form (refer Note A)	<input type="checkbox"/>	<input type="checkbox"/>
• Appropriate Fee	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Certificate of Title, including diagram (not older than 3 months)	<input type="checkbox"/>	<input type="checkbox"/>
• Detailed Written Statement in support of the proposal including:	<input type="checkbox"/>	<input type="checkbox"/>
➤ full details of the use/development	<input type="checkbox"/>	<input type="checkbox"/>
➤ compliance with policy/scheme requirements/R-codes	<input type="checkbox"/>	<input type="checkbox"/>
➤ reasons for any variations or non-compliances	<input type="checkbox"/>	<input type="checkbox"/>
➤ an assessment of the impact of the proposed use/development on the environment, community, neighbours, etc (whether negative or positive)	<input type="checkbox"/>	<input type="checkbox"/>
• Site Plan (three copies; one of which must be an A3 copy) on a scale of 1:100, 1:200 or 1:500 which shows the below items. The City encourages plans in an electronic format for large scale developments (as well as the required paper copies) to help streamline the assessment process.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Showing property in the context of its surroundings	<input type="checkbox"/>	<input type="checkbox"/>
➤ Lot number(s), area, boundaries and dimensions of the site	<input type="checkbox"/>	<input type="checkbox"/>
➤ north point	<input type="checkbox"/>	<input type="checkbox"/>
➤ location of existing buildings to be retained, including objects or places of heritage significance	<input type="checkbox"/>	<input type="checkbox"/>
➤ location of proposed buildings and its features, e.g. air conditioning and heating units, etc	<input type="checkbox"/>	<input type="checkbox"/>
➤ details of roads, access ways, crossovers, car parking and manoeuvring, fencing and verge details	<input type="checkbox"/>	<input type="checkbox"/>
➤ location and details of existing native vegetation	<input type="checkbox"/>	<input type="checkbox"/>
➤ details of open space, living areas and landscaping	<input type="checkbox"/>	<input type="checkbox"/>
➤ site levels and floor levels	<input type="checkbox"/>	<input type="checkbox"/>
➤ location and details of cut/fill and method of retaining	<input type="checkbox"/>	<input type="checkbox"/>
➤ method of stormwater treatment	<input type="checkbox"/>	<input type="checkbox"/>
➤ location of sewer connections or septic tanks and disposal fields	<input type="checkbox"/>	<input type="checkbox"/>
➤ location of bin stores	<input type="checkbox"/>	<input type="checkbox"/>
➤ location of adjoining buildings and separation distances	<input type="checkbox"/>	<input type="checkbox"/>
• Full floor & elevation plans (three copies; one of which must be an A3 copy) on a scale of 1:100 or 1:200. The City encourages plans in an electronic format for large scale developments (as well as the required paper copies) to help streamline the assessment process.	<input type="checkbox"/>	<input type="checkbox"/>
• Any other plan or information that the Council may reasonably require to better understand the proposal; e.g. contour plan	<input type="checkbox"/>	<input type="checkbox"/>
• Schedule of external finishes and colours	<input type="checkbox"/>	<input type="checkbox"/>
• Streetscape perspective – sketch or photomontage in colour and according to scale (only for developments over \$750 000 and excluding single dwellings)	<input type="checkbox"/>	<input type="checkbox"/>

Note C:

1. Applications will only be accepted and registered if they are accompanied by the complete package of information as detailed above.
2. The above information is required to enable an initial assessment of the application only. If required, and upon proper assessment of the application, the Council will make a formal request for further information pursuant to Town Planning Scheme No 3.
3. This is not an application for a building licence. For which a separate application will be required.

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