



Shire of Northam
PO Box 613
NORTHAM WA 6401
Telephone: (08) 9622 6100
Facsimile: (08) 9622 1910
Email: records@northam.wa.gov.au
Website: www.northam.wa.gov.au

DEVELOPMENT APPLICATION FORM

Please ensure all forms are completed correctly and the relevant information is enclosed.

Office Use Only

Comments:

THIS PACKAGE INCLUDES:

Application for Development Approval & Schedule of Fees
Information Checklist for Development Applications

Package Updated April 2019

SHIRE OF NORTHAM

APPLICATION FOR DEVELOPMENT APPROVAL

Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Part 11, cl. 86 (1)

Owner details		
Name:		ABN (if applicable):
Postal Address:		Postcode:
Phone: (work): (mobile):	(home):	Fax: E-mail:
Contact person for correspondence:		
Signature:		Date:
Signature:		Date:
<i>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 Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>		

Applicant details (if different from owner)		
Name(s):		
Postal Address:		Postcode:
Phone: (work): (mobile):	(home):	Fax: E-mail:
Contact person for correspondence:		
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		
Signature:		Date:

Property details		
Lot No:	House / Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name:		Suburb:
Nearest street intersection:		
PLEASE FILL IN THE DETAILS ON THE REVERSE		

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

OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:.....
Local government reference no:	

DEVELOPMENT APPLICATION CHECKLIST

This checklist has been introduced to make sure that development applications are complete before they are registered as applications. The reasons for requiring complete applications include:

- The information is required under the Deemed Provisions for Local Planning Schemes (i.e. therefore required by law);
- Assessment cannot be carried out by a planning officer until all information is received;
- Complete information reduces delays arising from an incomplete application.

FORMS

Application for Development Approval

The Application Form has been signed by the owner/s of the land

Copy of Certificate of Title (not older than 3 months)

Please Tick

☐☐☐

PLEASE NOTE THAT THE ORIGINAL SIGNATURE IS REQUIRED ON ALL SCANNED DOCUMENTS

FEES

Fee Paid (Please refer to Schedule of Planning Fees)

Please Tick

☐

PLANS

One set of electronic plans are required to a scale of not less than 1:500 showing:

Please Tick

Street names, lot number(s), north point and the dimensions of the site

☐

A permanent datum point, contour, spot levels and feature survey of the property

☐

The location and proposed use of any existing buildings to be retained and the location and use of building proposed to be erected on the site

☐

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 locations and heights of stabilized embankments e.g. retaining walls

☐

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

☐

The location, dimensions and design of any landscaped, open storage or trade display areas and particulars of the manner in which it is proposed to develop the same

☐

Verge and road features including traffic islands, crossovers, trees, stormwater grates and services

☐

The type of external materials and colours

☐

Structures and/or buildings on adjoining lots within 3m of the lot boundary

☐

Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain.

☐

Incomplete applications will be suspended until receipt of all required information.

Additional information may be required.

TO BE COMPLETED BY APPLICANT

Name of person submitting the application

Has all information required by this checklist been provided?

Y ☐

N ☐

Signature of person submitting application

Note: The information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposal will be approved.

TO BE COMPLETED BY SHIRE OF NORTHAM – ADMINISTRATIVE ONLY

Has all information required by this checklist been provided?

Y ☐

N ☐

Signature of officer processing lodgement of application

Date: _____

DISCLAIMER

- Please note that the Shire of Northam reserves the right to request additional information for specific applications such as truck movement plans, traffic reports and acoustic reports. For larger applications, applicants are encouraged to arrange an appointment with a planning officer prior to lodgement.
- Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of the application. **An appointment to discuss your proposal is necessary.** Appointments can be made by phoning **9622 6134, 9622 6143 or 9622 6133**. Queries may also be directed to these numbers.
- This publication is intended to provide general information only. Verification with the original local laws, local planning schemes and other relevant documents is required for detailed references.

Shire of Northam Town Planning Fees & Charges 2018/19

Development Applications		Note: All Town Planning Fees are exempt from GST unless otherwise indicated
1. Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is —		
(a) not more than \$50 000		\$147
(b) more than \$50 000 but not more than \$500 000		0.32% of the estimated cost of development
(c) more than \$500 000 but not more than \$2.5 million		\$1 700 + 0.257% for every \$1 in excess of \$500 000
(d) more than \$2.5 million but not more than \$5 million		\$7 161 + 0.206% for every \$1 in excess of \$2.5 million
(e) more than \$5 million but not more than \$21.5 million		\$12 633 + 0.123% for every \$1 in excess of \$5 million
(f) more than \$21.5 million		\$34 196
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out		The fee in item 1 plus, by way of penalty, twice that fee
3. Determining a development application for an extractive industry where the development has not commenced or been carried out		\$739
4. Determining a development application for an extractive industry where the development has commenced or been carried out		The fee in item 3 plus, by way of penalty, twice that fee
5. Determining an application to amend or cancel development approval		\$295
6. Determining an initial application for approval of a home occupation where the home occupation has not commenced		\$222
7. Determining an initial application for approval of a home occupation where the home occupation has commenced		The fee in item 6 plus, by way of penalty, twice that fee
8. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires		\$73
9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired		The fee in item 8 plus, by way of penalty, twice that fee
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out		\$295
11. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out		The fee in item 10 plus, by way of penalty, twice that fee
12. Variation of Residential Design codes and Shire Local Planning Policy where the estimated cost of the development is –		
• Not more than \$50,000		\$148.50
• More than \$50,000		\$300
13. Advertising Costs (All applications)		
• Letters of Consultation		\$136 Incl. GST
• Onsite Sign		\$136 Incl. GST
• Newspaper Advertisement		On a cost-recovery basis
14. Sign Application		
• Signage less than or equal 4m ²		\$56
• Signage greater than 4m ²		\$106