

DEVELOPMENT APPLICATION

CHECKLIST – Change of Use

SHIRE OF NORTHAM ★ Local Planning Scheme No. 6 ★
Please complete this checklist to enable a compliance check to be carried out in accordance with clause 62 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Please Note: When using this checklist, please ensure that all requirements have been met before the application is lodged as your application may not be accepted. If unsure if your development requires Development Approval, please check with Shire of Northam Planning Department on 9622 6100.

The Shire accepts no liability for the cost of relocating services that may be required as a consequence of a proposed development. It is the applicant's responsibility to liaise with and obtain the relevant approvals / permits from various service providers (such as Water Corporation, Department of Water and Environmental Regulations, Western Power etc.) for the proposed development.

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

INFORMATION REQUIRED TO BE ATTACHED TO YOUR APPLICATION	YES	N/A
PROVIDE ELECTRONIC COPY OR ONE HARD COPY OF ALL DOCUMENTS (via email or USB)		
Please tick applicable box		
Application for Development Approval Form Fully Completed and Signed including owners' consent		REQD
Cover letter outlining the following details <ol style="list-style-type: none"> 1. The nature of the proposed business and type of service(s) provided; 2. Information on the proposed days and hours of operation; 3. Number of employees; 4. Details of any noise generating activities; 5. Car parking and access; 6. Landscaping; and 7. Any additional information 		
Details on any proposed signs/advertising on the site.		
Plans		
SITE PLAN showing:		
<ol style="list-style-type: none"> 1. Lot /house number(s), North point, boundaries of the site, building envelopes (if applicable) and any existing and/or proposed fencing 2. Locations of all existing structures 3. Location on use of proposed development 4. Details of loading and unloading areas 5. Details of on-site parking area and vehicular access to and from the site 6. Location of significant trees and any proposed landscaping 7. Details of stormwater management (e.g. min 5,000ltr water tank; note: soakwells not permitted) 		
FLOOR PLANS & ELEVATION showing:		
<ol style="list-style-type: none"> 1. All floors, and an internal layout of existing structures nominating the use of each space. 2. Details of signage 		
DEVELOPMENT APPLICATION FEES & CHARGES to be Paid (Current as of 1st July 2022):		
1. 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 in the Development Application fees and Charges, does not apply, where the change or the alteration, extension or change has not commenced or been carried out – flat fee \$295.00		\$
2. 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 on the Development Application fees and Charges, does not apply, where the change or the alteration, extension or change has commenced or been carried out. The fee above + by way of a penalty, twice that fee		\$
3. Determining an application to amend or cancel development approval – flat fee \$295.00		\$
4. Advertising Costs (where required) <ol style="list-style-type: none"> a) Letters of Consultation – Flat fee \$145.00 		\$



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395 Fitzgerald Street
PO Box 613
NORTHAM WA 6401
P: (08) 9622 6100
F: (08) 9622 1910
E: records@northam.wa.gov.au
W: www.northam.wa.gov.au

I (enter name) _____ being the applicant for this application, acknowledge that should any information marked as included, not actually be included, the application will become an incomplete application and therefore may be returned without assessment.

Signed: _____ Date: _____

PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card Signature.....

Amount \$..... Expiry Date...../..... CCV.....

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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ALL FEES MUST BE PAID IN FULL BEFORE THE DEVELOPMENT APPLICATION WILL BE ACCEPTED

OFFICE USE ONLY

Receiving officer name: _____

NOTES:

1. This document is intended as a guide to assist in your application. You as the applicant are responsible for providing the correct information in your application.
2. Incomplete applications cannot be accepted until the application is deemed compliant
3. The application fee must be paid upon lodgment of the application. An additional fee for advertising may be required.
4. Once the application has been accepted, additional information may be requested as part of the assessment and determination.