

## Planning Application Checklist

This checklist has been introduced to ensure that development applications are complete before they are accepted and registered as received applications. The reasons for requiring complete applications include:

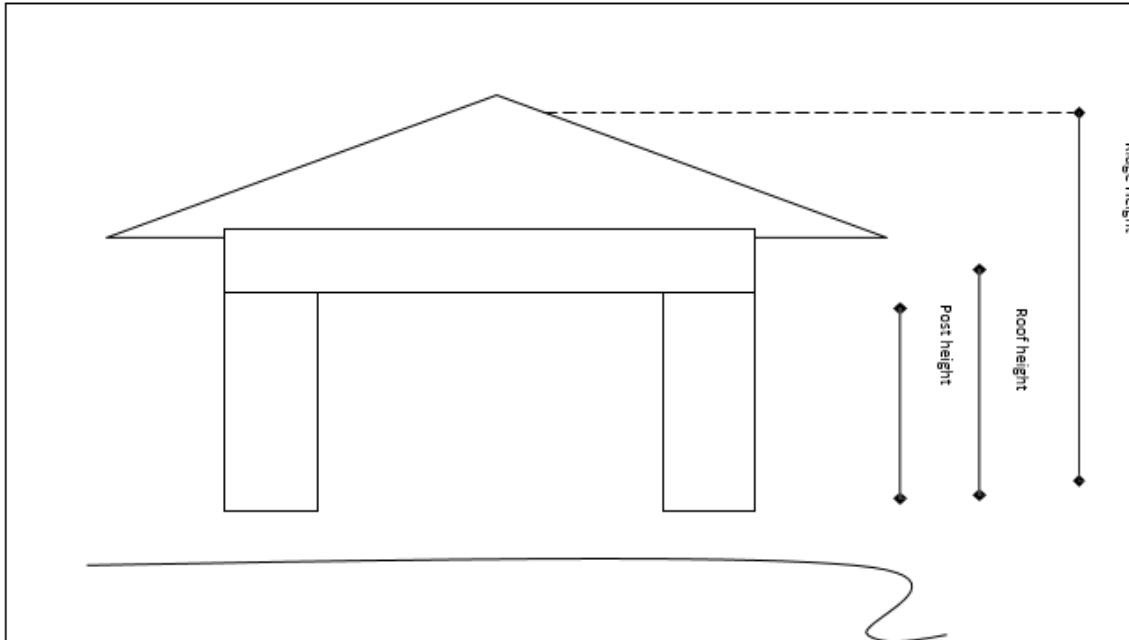
1. The information is required under the Shire of Murray's Town Planning Scheme No 4 and therefore required by law.
2. Assessment cannot be carried out by a planning officer until all information is received.
3. Completed information reduces delays.
4. Requirement of the Shire's Customer Service Charter.

	Required	Provided
1	Shire of Murray Application for Approval to Commence Development (Form 1) completed and signed by the owners of the land and the applicant (example attached).	
2	A written explanation outlining the proposal and providing justification for any variations to the development requirements.	
3	Payment of the appropriate planning application fee (refer to Planning Administration Fees Info Note 1 attached)	
4	A completed checklist	
5	Three copies of a site plans, floor plan and elevations.	
	<b>Site Plan</b>	
	- Scale of Plan – to be not less than 1:200	
	- Street name, number and lot number	
	- Scale bar and north point (snf)	
	- Site dimensions / area	
	- Existing and proposed buildings and structures (mark on plans what is existing and what is proposed).	
	- Details of existing and proposed walls, fences and retaining walls.	
	- Details of structures and vegetation proposed to be removed.	
	- Areas to be landscaped.	
	- Distances of all structures from boundaries of the site.	
	- Existing and proposed building envelope (if applicable).	
	<b>Floor Plan</b>	
	- Scale of Plan – to be not less than 1:200.	
	- Finished Floor Levels and spot levels.	
	- Show all proposed buildings (including outbuildings and indicate the intended use).	
	<b>Elevation Plans</b>	
	- Scale of Plan – to be not less than 1:100.	
	- Show all proposed buildings and signage.	
	- The proposed materials of exterior construction.	
	- Ground levels, wall heights and roof heights.	
<b>All plans and details must be in ink, legible, drawn to scale and include the Lot and Street address and Owner's details</b>		
<b>Applicant's Name:</b>		
<b>Signature:</b>		<b>Date:</b>

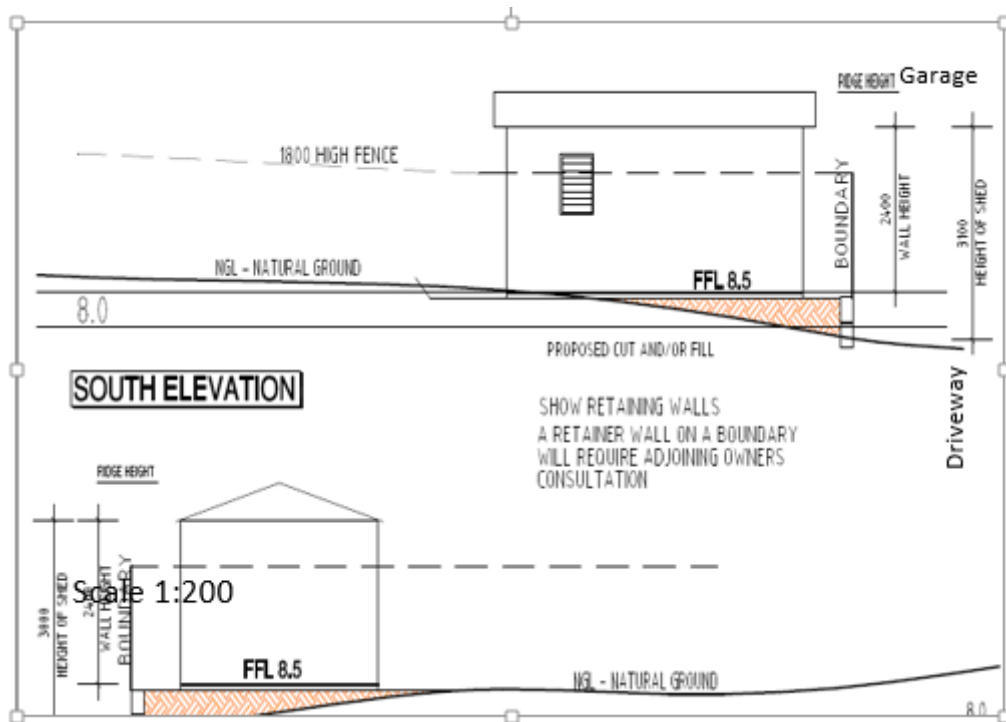
Owner details							
Name:	Mr Joe Bloggs						
Address:	13 Brown Street, Pinjarra					Postcode:	6208
Work Ph:	9123 4567	Home Ph:	9234 5678	Fax:	9234 5678	Mobile:	0412 345 678
Contact person:	Mr Joe Bloggs			Email:	bloggs@yahoo.com		
Signature:				Date:			
Signature:				Date:			
The signature of the owner(s) is required on all applications. This application will not proceed without that signature(s).							
Applicant details							
Name:	Grande Designs						
Address:	PO Box 123, Pinjarra					Postcode:	6208
Work Ph:	9234 8765	Mobile:	0487 654 321		Fax:	9234 8765	
Contact person for correspondence:	Frank Lloyd Wright						
Email:	grande@yahoo.com						
Signature:				Date:			
Property details							
Lot No.	123	House/Tree No.	13	Location No.	1789		
Diagram/Plan No.	P2024	Certificate of Title No.	1131		Folio	582	
Diagram/Plan No.		Certificate of Title No.			Folio		
Title encumbrances (eg easements, restrictive covenants)							
<b>Not to construct or permit the construction of any transportable or kit home on the land</b>							
Street Name	Brown Street			Suburb:	Pinjarra		
Nearest street intersection	Smith Street						
Description of proposed development and/or use:							
Nature of Development:							
<b>Construction of a double storey dwelling</b>							
Is an exemption from development claimed for part of the development?						Yes	No
If yes, is the exemption for:						<input type="checkbox"/> Works	<input checked="" type="checkbox"/> Use
Description of exemption claimed (if relevant):							
Non-conforming use							
Nature of any existing buildings and/or use:							
Vacant Land							
Approximate cost of proposed development	\$530,000		Estimated time of completion	12 months			
Has this development already commenced or been completed?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
Office Use Only							
Acceptance Officer's initials:	Date received:			LG Ref#			

**Sample Only**

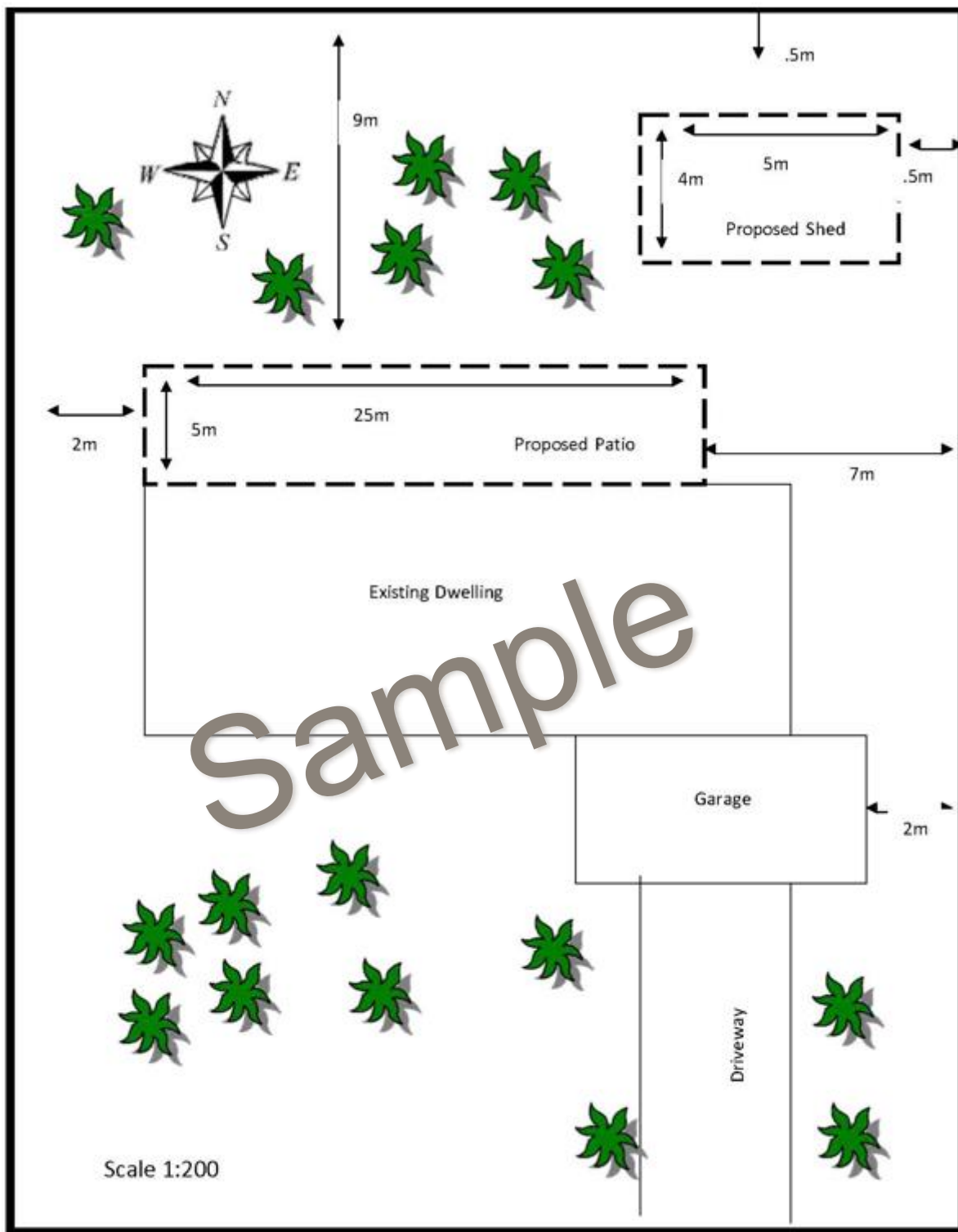
**Patio Elevations**



**Shed Elevations**



Sample Only



LOT 123 (13) BROWN STREET