

Planning Information Sheet

Development Application Information and Checklist

Please refer to the Development Services page of the Shire of Capel's website www.capel.wa.gov.au to determine whether a Development Application is required for the proposed development.

All Applications

The following information is to be submitted for **all** applications:

- Completed application form signed by all landowners (**not** required for Section 40)
- Non-refundable **fee** – refer to the Planning & Building Fee Schedule available on the Shire's website
- One copy of all **plans and information** as detailed below for individual application types. All plans are to be to scale and are to include relevant dimensions
- Written Justification where discretion is sought in relation to Local Planning Scheme, the R-Codes or Council Policy

Development applications which do not include all of the information required to complete an assessment will **not** be accepted and will be returned.

Development Approval Process

The statutory timeframe for development applications is 60 to 90 days depending on whether an application requires advertising or consultation with other authorities.

Should issues be identified during the process, the assessing officer will contact the applicant for further information. Determinations will be issued electronically via email or issued in hardcopy.

In addition to development approval, other approvals including (but not limited to) a building permit may also be required prior to commencing works or occupation.

Lodging a Development Application

The Shire encourages development applications to be lodged electronically, however they may also be lodged in person. Applications may be lodged via one of the following means:

Email – info@capel.wa.gov.au

The Shire's Officers will be able to assist should there be any difficulties in lodging an application electronically.

Payment of Fees

When lodging a Development Application, the payment options available are as follows:

Capel Shire Office	Payments may be made by cash, or credit/debit card (MasterCard and Visa only).
Phone	Payments may be made by calling Customer Services on 9727 0222 and paying by credit card.

Residential – New Developments and Alterations and Additions (including Carports and Patios)

Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing: <ul style="list-style-type: none">○ North Point○ Street and Lot numbers○ Existing ground levels, contours, spot levels and datum point○ Any existing verge infrastructure e.g., street trees, power poles, drains○ All structures proposed to be removed○ The footprint of the existing and proposed development including the finished floor level of the ground floor○ Existing and proposed means of vehicle access○ Location and dimension of all at-grade car parking bays.
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the lot boundary lines.
<input type="checkbox"/>	<input type="checkbox"/>	Elevations indicating all dimensions, existing and proposed development where additions are proposed, and where the proposed development meets the existing natural ground level on site at any given point.
<input type="checkbox"/>	<input type="checkbox"/>	Overshadowing diagram (formulated in accordance with the R-Codes) where the adjoining southern lot is residential.
<input type="checkbox"/>	<input type="checkbox"/>	Streetscape illustration where discretion is sought in relation to height. The perspective is to include the existing built form of at least two adjoining properties on either side of the subject property and any existing verge infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Statement or Impact Assessment where more than 10 dwellings are proposed (refer to the WAPC Transport Impact Assessment Guidelines).

Home Business / Home Occupation

Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing North Point, street and Lot numbers, vehicle access point, location and dimension of all car parking and bicycle bays (including loading bays).
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans of all areas of the dwelling to be utilised by the business.
<input type="checkbox"/>	<input type="checkbox"/>	Signage Details indicating location of all proposed signage detailed on the site plan and elevations and dimensions of each sign.
<input type="checkbox"/>	<input type="checkbox"/>	Cover Letter outlining description of the proposed business, hours of operation, number of employees, car parking details, delivery information, client visitation rate per week/day and any other relevant information.

Signage

Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing North Point, street and Lot numbers, and location of the proposed signage.
<input type="checkbox"/>	<input type="checkbox"/>	Elevations including design, dimensions, illuminations details, the location of all existing signage to be retained and all proposed signage.

Subdivision Clearance Request

Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Cover Letter confirming clearance of the Local Government conditions contained under the WAPC conditional approval.
<input type="checkbox"/>	<input type="checkbox"/>	Deposited Plan / Survey Strata Plan

Commercial and Industrial – New Developments and Alterations and Additions

Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing: <ul style="list-style-type: none">○ North Point○ Street and Lot numbers○ Existing ground levels, contours, spot levels and datum point○ Any existing verge infrastructure e.g., street trees, power poles, drains○ All structures proposed to be removed○ The footprint of the existing and proposed development including the finished floor level of the ground floor○ Existing and proposed means of vehicle access○ Location and dimension of all at-grade car parking bays.
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the Lot boundary lines.

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| <input type="checkbox"/> | <input type="checkbox"/> | Elevations indicating all dimensions, existing and proposed development where additions are proposed, and where the proposed development meets the existing natural ground level on site at any given point. |
| <input type="checkbox"/> | <input type="checkbox"/> | Overshadowing diagram (formulated in accordance with the R-Codes) where the adjoining southern lot is residential. |
| <input type="checkbox"/> | <input type="checkbox"/> | Streetscape illustration where discretion is sought in relation to height. The perspective is to include the existing built form of at least two adjoining properties on either side of the subject property and any existing verge infrastructure. |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Statement or Impact Assessment where more than 10 dwellings are proposed (refer to the WAPC Transport Impact Assessment Guidelines www.dplh.wa.gov.au). |

Change of Use

- | Applicant | Office | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan showing: <ul style="list-style-type: none"> ○ North Point ○ Street and Lot numbers ○ Existing and proposed means of vehicular access ○ Location and dimension of all car parking and bicycle bays (including loading bays). |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Plans of each of the proposed floor levels to be occupied and detailing the internal layout of each level. |
| <input type="checkbox"/> | <input type="checkbox"/> | Signage Details including design dimensions and location of all existing signage to be retained and proposed signage detailed on the site plan and elevations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cover Letter outlining description of the proposed business, hours of operation, number of employees, car parking details, delivery information and any other relevant information. |

Amendment to Previous Approval

- | Applicant | Office | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Shire of Capel Development Application form |
| <input type="checkbox"/> | <input type="checkbox"/> | Plans: Where amendments are proposed to the previously approved plans, amended site plan, floor plan and elevation with the amendments clearly marked. ^[SP1] |
| <input type="checkbox"/> | <input type="checkbox"/> | Cover Letter outlining the details of the proposed amendment. |

Extension of Time to Previous Planning Approval

Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Shire of Capel Development Application form
<input type="checkbox"/>	<input type="checkbox"/>	Cover Letter outlining the details of the request for the proposed extension of time to previous approval and include the previous determination documentation.

Section 40 Certificates (Liquor License), Gaming Permits

Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Section 40 Certificate of Local Planning Authority.

Mixed Use (Residential and Commercial) and Development Assessment Panel Applications

Pre-lodgement discussion of DAP and Mixed-Use Development proposals and their referral to the Shire of Capel is required prior to formal lodgement. The pre-lodgement consultation is free of charge. Please contact the Shire's Development Services to arrange for a meeting.

Information required for formal lodgement of a DAP application:

- Completed hard copy of the Development Assessment Panel Application Form 1 or Form 2.
- Completed Greater Bunbury Region Scheme (GBRS) Form 1.
- Completed Shire of Capel application form.
- A copy of **all** plans and documentation (either digital or hard copy).

Information required for a DAP and Mixed-Use development applications:

Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing: <ul style="list-style-type: none">○ North Point○ Street and Lot numbers○ Existing ground levels, contours, spot levels and datum point○ Any existing verge infrastructure e.g., street trees, power poles, drains○ All structures to be removed○ The footprint of the existing and proposed development including the finished floor level of the ground floor○ Existing and proposed means of vehicle access○ Location and dimension of all at-grade car parking bays (including loading bays).
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans of each of the proposed floor levels detailing the finished floor level and the internal layout of each level. All floor plans are to include the Lot boundary lines.
<input type="checkbox"/>	<input type="checkbox"/>	Elevations indicating all dimensions, and where the proposed development meets the existing natural ground level on site at any given point.

- Overshadowing diagram** (formulated in accordance with the R-Codes) where applicable.
- Streetscape illustration** where discretion is sought in relation to height and/or plot ratio. The perspective is to include the existing built form of at least two adjoining properties on either side of the subject property and any existing verge infrastructure.
- Signage details** including design, dimensions and location of all existing signage to be retained and proposed signage detailed on the site plan and elevations. Where a new development includes multiple tenancies a **Signage Strategy** is required.
- Landscaping plan** including dimensions, species and locations and details of any trees or other vegetation which are to be retained.
- Traffic Impact Statement** where more than 10 dwellings are proposed (refer to the WAPC Transport Impact Assessment Guidelines).

Written Planning Advice

- | Applicant | Office | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Written request/cover letter outlining the specific advice or information being requested. |
| <input type="checkbox"/> | <input type="checkbox"/> | Written Planning Advice Application Form where available, preliminary scale drawings such as site plan, floor plans and elevations (more detailed drawings will enable the Shire to properly assess the proposal and give practical feedback). |

Restrictive Covenant Removal

- | Applicant | Office | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Shire of Capel Development Application Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of the restrictive covenant documentation (the registration number is on the certificate of title). This can be obtained from Landgate. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of the latest Certificate of Title this can be obtained from Landgate ^[SP2] . |
| <input type="checkbox"/> | <input type="checkbox"/> | Covering Letter explaining why the removal of the Section 70A is required |

Department:	Development Services (Planning)	Next review:	2024
Reviewer:	Manager Development Services	Adopted:	2023[SP3]
Amended:	N/A	Version:	1.0