
Planning Scheme Policy 5 Development Application

1.1 Purpose of the Policy

The purpose of this Planning Scheme Policy is to outline Council's requirements for preparing development applications for assessment under the planning scheme.

1.2 Information Requirements

(a) Information Required for Pre-Lodgement Meetings

Before making a formal development application, applicants are encouraged to arrange a pre-lodgement meeting to discuss the proposal with Council officers. The following information should be provided to Council for consideration prior to a pre-lodgement meeting:

- (i) The street address and real property description of the subject property.
- (ii) A location map.
- (iii) The type of application sought and the use (eg code assessment for a Shop).
- (iv) Three (3) copies of proposal plans or concept plans and elevations and/or a detailed description of the proposed development.
- (v) General development parameters including plot ratio, GFA, building height, setbacks and site cover.
- (vi) Likely issues and likely applicable codes.
- (vii) Details of adjoining land uses, particularly where uses are potentially incompatible (eg industrial/residential interface); and
- (viii) Details of what is sought from the pre-lodgement meeting.

(b) Standard Information Required for a Development Application

The following standard information must accompany a development application submitted to the assessment manager:

- (i) An accurate description of the land, the subject of the application;
- (ii) The written consent of the owner of the land to the making of the application; and
- (iii) If the application is a development application (superseded planning scheme), the application must also identify the superseded planning scheme under which assessment is sought or development is proposed.

(c) Application Fees

Application fees must be submitted with the application. The total fee will be calculated in accordance with the schedule of fees determined by the Council from time to time by resolution. A copy of the current schedule of fees can be obtained from Council. Once paid, application fees will be retained by the Council, unless otherwise determined by the Council or specified in the Act or its Regulations.

(d) Other Standard Information Required for Material Change of Use

The following standard information should accompany any application for a material change of use:

- (i) A report describing the proposed activity in as much detail as possible. Each locality within the Shire contains an assessment table that enables applicants to determine their level of assessment and the planning scheme codes that are relevant to the assessment of the proposal. Code assessable applications are required to fulfil the development criteria (i.e. specific outcomes) for all of the relevant codes. It is desirable that, where identified, acceptable solutions are satisfied, however it is possible for applicants to demonstrate that alternative solutions are able to achieve the specific outcomes included in the codes.
- (ii) A site plan illustrating at least the following:
 - (A) contours of the site;
 - (B) building location (existing and proposed);
 - (C) pedestrian and service entrances;
 - (D) proposed location of service connection points (water and sewer) and gross pollutant traps;
 - (E) access, parking and manoeuvring areas;
 - (F) location of shade trees within the parking area;

- (G) setback areas and landscaping areas;
 - (H) refuse storage areas;
 - (I) location, height and material of any proposed fencing; and
 - (J) height, gross floor area and site coverage of any buildings.
- (iii) The applicant should provide a site based stormwater management plan.
- (iv) If the proposed development includes any building work, a full set of elevations should be provided to show the visual impact of the development. Shadow diagrams may also be required.
- (e) Other Standard Information Required for Reconfiguring a Lot
- The following standard information should accompany any application to reconfigure a lot including subdivision or rearranging the boundaries:
- (i) A proposed subdivision plan prepared by a surveyor indicating:
 - (A) exact boundary distances of proposed lots;
 - (B) location of existing/proposed easements or reserves;
 - (C) location of buildings and significant vegetation;
 - (D) location of any watercourse and/or water body; and
 - (E) contours and flood levels.
 - (ii) Copy of the existing registered survey plan;
 - (iii) Copy of a recent title search (indicating existing easements or encumbrance information);
 - (iv) Report outlining the compliance of the subdivision with the requirements of the planning scheme. If any solutions cannot be satisfied, alternative solutions should be proposed to satisfy the specific outcomes;
 - (v) If on-site effluent disposal is proposed, a report prepared by a qualified professional confirming the suitability of the site should accompany the application. Reference should be made to the criteria specified in section 33 (2) of the *Environmental Protection (Water) Policy 1997*;
 - (vi) If the proposed lots or balance lots is large enough to permit further subdivision in the future, a conceptual design should be provided to illustrate the potential for future subdivision;
 - (vii) If the proposal includes the creation of small lots for dwelling houses, a plan of development identifying building envelopes and other building and site design criteria as required to satisfy the Small Lot Housing Code.
- (f) Other Information
- Other information may also be required in the application for development approval. This information may be necessary so that the assessment manager is able to better understand the details and potential impact of the proposal. This will also minimise the need for further information requests. Depending on the type and scale of the proposed development, the following types of information may be required:
- (i) A covering letter outlining the details of the application. This letter should also contain the proposed:
 - (A) number of persons proposed to be engaged in the development;
 - (B) type of machinery proposed to be employed;
 - (C) type of activity expected to be undertaken and the processes which are intended to be carried out;
 - (D) hours of operation;
 - (E) number of expected client visits.
 - (ii) Acid Sulfate Soils Management Plan.
 - (iii) Community Wellbeing Impact Assessment Report.
 - (iv) Cultural Heritage Management Plan.
 - (v) Ecological Assessment Report.
 - (vi) On-site Wastewater Treatment and Effluent Disposal Report.
 - (vii) Flood Study.

- (viii) Emerging Community Plan.
- (ix) Transport Impact Assessment.
- (x) Site Based Stormwater Quality Management Plan.
- (xi) Property Vegetation Management Plan.
- (xii) Economic Impact Assessment Report.
- (xiii) Electricity Infrastructure Impact Study.
- (xiv) Extractive Industry Impact Study.
- (xv) Extractive Resources Impact Study.
- (xvi) Forest Management Plan.
- (xvii) Hazard and Risk Impact Assessment Study.
- (xviii) Landscape Plan.
- (xiv) An assessment of the development proposal in relation to the nature of Natural Hazard(s) that consider:
 - (A) Whether a development is located in a natural hazard management area;
 - (B) The degree of severity of the hazard.
- (xv) Noise Assessment Report.
- (xvi) Scenic Amenity Assessment Report.
- (xvii) Where a use is proposed to be located on Good Quality Agricultural Land (GOAL) or within 500.0 metres of the outermost extent of GOAL shown on the Overlay Maps for GOAL, the following assessments will be required where necessary to justify the proposed development:
 - (A) a detailed site investigation undertaken in accordance with the *Planning Guidelines: The Identification of Good Quality Agricultural Land* to indicate whether the site includes GOAL; and
 - (B) for residential and other sensitive uses, an assessment of appropriate separation distances and buffers in accordance with the *Planning Guidelines: Separating Agricultural and Residential Land Uses*.
- (xviii) Where use of State land is proposed, an assessment of the proposal's compliance or otherwise with the purpose for which the land was allocated under the *Land Act 1994*.

END NOTES

- (1) Changes adopted 12 February 2008. Section 1.2(f). Effective from 10 March 2008.