



SHIRE OF YORK

TOWN PLANNING SCHEME NO. 2

SCHEDULE 9 – FORM OF APPLICATION FOR PLANNING CONSENT

OFFICE USE ONLY

Date Received .....	Receipt No. ....	Total Fees Paid .....
\$147.00	Application fee to be paid for developments not commenced under \$50,000 in value.	
\$441.00	Application fee to be paid for developments that have commenced without planning approval under \$50,000 in value.	
\$295.00	Change of Use (not commenced)	\$885.00 Change of Use (commenced)
\$222.00	Home Occupation or Business (not commenced)	\$666.00 Home Occupation or Business (commenced)
\$340.00	Advertising Fee (local paper and mail out only)	\$93.00 Planning Approval Amendments (minor)

NOTE: Applications with a value of works exceeding \$50,000 in value are charged in accordance with the *Planning and Development Regulations 2009 – Schedule 2*. Retrospective applications exceeding \$50,000 in value are charged in accordance with the Regulations.

OWNER DETAILS:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_  
PHONE:(WORK): \_\_\_\_\_ (HOME): \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*The signature of the landowner(s) is required on all applications. This application will not proceed without that signature.*

APPLICANT DETAILS:

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_  
PHONE:(WORK): \_\_\_\_\_ (HOME): \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTACT PERSON FOR CORRESPONDENCE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY DETAILS:

LOT NO: \_\_\_\_\_ HOUSE NO: \_\_\_\_\_  
STREET NAME: \_\_\_\_\_ SUBURB: \_\_\_\_\_  
DIAGRAM/PLAN NO: \_\_\_\_\_ VOLUME NO: \_\_\_\_\_ FOLIO NO: \_\_\_\_\_  
DIAGRAM/PLAN NO: \_\_\_\_\_ VOLUME NO: \_\_\_\_\_ FOLIO NO: \_\_\_\_\_  
EXISTING BUILDING/LAND USE: \_\_\_\_\_

DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR USE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NATURE OF ANY EXISTING BUILDING AND/OR USE:

\_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE COST OF PROPOSED DEVELOPMENT: \_\_\_\_\_

ESTIMATED TIME OF COMPLETION: \_\_\_\_\_

ACCEPTANCE OFFICERS INITIALS: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_  
LOCAL GOVERNMENT REFERENCE NUMBER: \_\_\_\_\_



## SHIRE OF YORK

### PLANNING APPLICATION CHECKLIST

#### 1.0. All applications must include;

- 1.1. A completed Schedule 9 – Form of Application for Planning Consent

*Application is to be signed by landowner and applicant. If more than one owner, all owners must sign or give written permission to lodge application. This includes all owners of a Strata Plan, or evidence of permission to lodge application.*

- 1.2. A covering letter detailing proposed development

- 1.3. A copy of Certificate of Title

- 1.4. A receipt of payment of relevant fees

- 1.5. Three copies of relevant scaled plans

---

#### 2.0. Site Plan (to be annotated and appropriately labelled)

- 2.1. North point and legible scale

- 2.2. Lot dimensions and area

- 2.3. Existing natural ground levels (contours with maximum intervals of 0.5m)

- 2.4. Proposed finished site/floor levels

- 2.5. Proposed sand pad levels

- 2.6. Drainage details and stormwater management

- 2.7. Location of all existing and proposed development and significant features on the site

*This includes buildings, septic tanks, leach drains, soak wells, significant vegetation, rocks, walls, fences, easements, waterways or other encumbrances, lakes, etc.*

- 2.8. Existing and proposed access ways

- 2.9. Setbacks to all boundaries for all existing and proposed structures.

---

#### 3.0. Elevations (to be annotated and appropriately labelled)

- 3.1. Existing and natural ground levels

- 3.2. Existing and proposed finished floor levels

- 3.3. Wall heights

- 3.4. Roof height and pitch

- 3.5. Building materials, colours and finishes

---

#### 4.0. Floor Plans (to be annotated and appropriately labelled)

- 4.1. Proposed finished floor levels

- 4.2. Window and door locations

- 4.3. Room names and dimensions

- 4.4. Roof/eave lines

- 4.5. Floor areas

---

#### 5.0. Development Details (if applicable)

*Including applications for home business or occupation, industry, commercial, land use, heritage building etc.*

- 5.1. Details of the nature of the use

- 5.2. Hours of operation

- 5.3. Number of employees and patrons

- 5.4. A car parking plan

*Including location, access ways, crossovers, number of bays and dimensions.*

- 5.5. Consideration of the Shire of York's Town Planning Scheme No 2 requirements.

- 5.6. Any source of nuisance emissions such as light, noise, odour, etc.

- 5.7. Details of signage including materials, colours, design and dimensions.

- 5.8. Consideration of heritage significance and/or a Heritage Impact Statement

- 5.9. Existing and proposed services and facilities i.e. water supply, sewer management, etc.

---

**Please contact Council's Planning Section if you require any further information about submitting a Planning Application.**