

Guidance Notes

In order for the application for development approval to be **validly accepted** for assessment and determination, this form must be fully completed, be signed by the registered proprietor/s (owner/s) of the land the subject of this application, and be accompanied by the information listed in **Schedule A** to this form, and payment of the **prescribed application fee** as set out in **Schedule B** to this form.

Upon receiving the completed and signed application, the prescribed accompanying information, and payment of the prescribed application fee, the Shire has **7 days** in which to validate (or otherwise) the application and notify the applicant accordingly in writing. Upon validation of the application, the statutory timeframe for assessing and determining the application for development approval will commence.

Where the Shire deems that **public notification** of the application is required to be given, the statutory timeframe for determination of the application is **90 days** from the **application validation date**. If the Shire deems that public notification of the application is not required to be given, then the statutory timeframe for determination of the application is **60 days** from the **application validation date**.

If the application for development approval has not been determined by the Shire within the applicable statutory timeframe, then the application is deemed not to have been approved. Consequently, the applicant may apply to the State Administrative Tribunal (SAT) for it to review and determine the application. Notwithstanding, the Shire may still proceed to determine the application.

Registered Proprietor/s (Land Owner/s) Details

Name:

ABN (if applicable):

Postal Address:

Postcode:

Name of contact person for correspondence:

Email address:

Mobile N^o:

Landline N^o:

Fax N^o:

Signature:

Date:

Signature:

Date:

NB: If this application form is not signed by the Registered Proprietor/s (land owner/s) or an authorised representative of the Registered Proprietor/s then the application will not be validated.

For the purpose of signing this application a Registered Proprietor (land owner) includes the persons referred to in the *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 clause 62(2)*.

Applicant Details (if different from owner)

Name:

Postal Address:

Postcode:
e:

Name of contact person for correspondence:

Email address:

Mobile N^o:

Landline N^o:

Fax N^o:

The information and plans provided with this application may be made available by the Shire of Dundas for public viewing in connection with the application (please ✓ either yes or no)

Yes

No

Applicant Signature:

Date:

Subject Land Details

Please list in the table below all of the lots comprising the subject land (i.e. the application area):

Lot No.	Survey Plan No.	Certificate of Title		Encumbrances (eg. easements, restrictive covenants)
		Volume	Folio	

NB: If the application area comprises more than four (4) lots, please append a table to this form listing the additional lot numbers, their respective survey plan numbers (Deposited Plan, Plan, Diagram), and their respective volume and folio numbers and details of any encumbrances appearing on their Certificates of Title.

Street Address:

Locality:

Nearest street intersection:

Proposed Development

Nature of Development (✓ whichever is applicable)

Works

Use

Works & Use

Description of Proposed Works and/or land use:

Is an exemption from development approval claimed for part of the development?
(Please circle response)

Yes / No

If yes, is the exemption claimed for works or use (Please circle response)

Works / Use

Description of exemption claimed (Briefly describe exemption claimed):

Nature of any existing buildings and/or land use:

Approximate cost of development: \$

Estimated time of completion: months

NB: The approximate cost of development includes the estimated costs for all proposed physical improvements (eg. buildings, structures, street crossovers, driveways, vehicle parking and unloading/loading spaces, waste-water disposal systems, storm-water drainage, and landscaping etc).

The total estimated development cost provides the basis for calculating the application fee payable. Reference is to be made to **Schedule B** to this form to calculate the application fee payable.

Office Use Only

Accepting officer's initials:		Date received:		DA No.	DA ... / ...	Assessment No.	
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