



**PLANNING CONSENT APPLICATION CHECKLIST**  
**REQUEST FOR VARIATION TO TOWN PLANNING SCHEME No 7**  
**AND/OR R-CODE STANDARDS**

The below list is the minimum detail required for an application to be assessed by the Shire:

**Consultation with Shire staff**

Consultation with Shire Building or Planning staff should be undertaken before applying for any variation. This will assist the applicant in determining if an application is required, and if an application would likely be supported by the Shire.

**Application form and payment**

Complete the attached application form and pay the prescribed application fee at the time of lodgment. Ensure that each property owner signs the form and the type of variation is clearly specified.

**Plans**

Applications should contain two (2) copies of all relevant plans, which typically include a site plan, floor plan and elevations.

**Written submission / Justification**

Complete the attached form detailing the reasons in support of your proposal for the variation. Each specific Deemed-to-Comply provision that the proposal does not conform to should be justified, demonstrating compliance with the design principles. Impacts relating to streetscape, amenity to the property owner and adjoining property owner are to be addressed.

**Adjoining property owner comments**

Comments are required from any adjoining property owners who the Shire considers may be affected by the variation. The invitation to comment form may be sent by registered mail as proof of consultation.



# Application for Development Approval

Owner details	
Name	_____
ABN	<u>If applicable</u> _____
Address	_____ _____
Contact details	Work phone _____ Fax _____ Home phone _____ Email _____ Mobile _____
Contact person for correspondence	_____
Signature	_____ Date _____
Signature	_____ Date _____
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>	

Applicant details (if different from owner)	
Name	_____
Address	_____ _____
Contact details	Work phone _____ Fax _____ Home phone _____ Email _____ Mobile _____
Contact person for correspondence	_____
Signature	_____ Date _____
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Office Use Only	
Date Received	Records Office
Accepting Officer Initials	
Receipt #	
Planning #	

# Application for Development Approval



Property details		
Lot No :	House / Street No:	Location No:
Diagram / Plan No:	Cert. of Title Vol No:	Folio:
Title encumbrances (eg easements, restrictive covenants):		
Street name		Suburb
Closest street intersection		

Proposed development		
Nature of development	Works <input type="checkbox"/>	Use <input type="checkbox"/> Works & Use <input type="checkbox"/>
Is an exemption from development claimed for part of the development ? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, is the exemption for Works <input type="checkbox"/> Use <input type="checkbox"/>		
Description of proposed works and / or land use :		
Description of exemption claimed (if relevant)		
Nature of any existing buildings or land use		
Approximate cost of proposed development : \$		
Estimated date of completion :		

## INVITATION TO COMMENT

Proposed variation to the Town Planning Scheme No 7 and/or Residential Design Codes standards

<b>Adjoining property owner details</b>
Full name: .....
Postal address: .....
Your property address: .....
Contact phone number: .....
<b>Location of proposed development</b>
Lot no: ..... Street no: .....
Property address: .....
<b>Details of matters requiring Shire discretion and comments</b>
Description of proposal: .....
Supporting reason: .....
Plan attached: <input type="checkbox"/>
<b>Adjoining property owner comments</b>
I/we have inspected the plans and comment as follows: ..... ..... ..... .....
<b>NO OBJECTIONS / OBJECT</b> <i>(delete whichever is not applicable)</i>
Signed: ..... Date: .....
Print name: .....
Signed: ..... Date: .....
Print name: .....

### NOTES:

1. The Shire in determining the application for a variation under the Town Planning Scheme and/or Residential Design Codes will take into account the comments of adjoining owners. The Shire is not obligated to support the views of adjoining owners.
2. A response is required within 21 days upon receiving registered mail. If a response is not returned to the shire it will be assumed there are no objections.
3. Submission may be returned to:  
**Shire of Capel**  
**PO Box 369**  
**CAPEL WA 6271**  
or  
**info@capel.wa.gov.au**

