

## Development (Planning) Application Requirements

### What is Development (Planning) Approval?

Development approval, or also known as a planning approval, is a legal document that gives permission for development to occur on a particular piece of land. Development approval can be required for building works or when changing the use of a site.

To obtain development approval, an application must be made to the Shire of Coolgardie. Development approvals ensure that development within the Shire complies with the Planning and Development (Local Planning Scheme) Regulations 2015, Local Planning Scheme No 5 (LPS5), Residential Design Codes (R-Codes), and other relevant legislation and policies.

There are exemptions that may apply to residential development, such as new dwellings, extensions and ancillary development. The Shire would consider the following components: -

- Works: Any demolition, erection, construction, alteration or addition to a building or structure
- Land Use: How a building is being used is referred to as the "land use". The Scheme (LPS5) sets out the definitions.

It is always best to check if you require development approval prior to applying for a building permit and commencing works.

### How do I know if my Development is Exempt from Planning Approval?

To determine if you are exempt from planning approval please refer to the Shire's [Planning Exemptions document](#).

Please read this document carefully to determine if the exemptions apply.

If the conditions state **'The R-codes apply to the works.'**, the works are only exempt if they comply with the R-codes which can be found at: [Residential Design Codes \(www.wa.gov.au\)](http://www.wa.gov.au)

However, the Shire recommends that you engage your own specialist such as a planning consultant to ensure that the proposed works comply with the R-codes.

For more information, please refer the [R-codes Residential Compliance Checklist](#).

For further information regarding R-code's relevant to **single houses**, please refer to the [Single House information sheet](#).

As outlined in sections 2 and 3 of the [Shire's Planning Exemptions document](#), whether planning approval is required or not is also dependent on the properties intended use and zoning.

### How do I find out the zoning for the property?

The requirements for each type of development vary depending on the zoning of your property. There are 2 ways to find the zoning of your Site

1. Via the Shire website under Planning > [Intramaps](#).
2. The DPLH public mapping tool – [PlanWA Mapping](#).

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### How do I find out site details?

Information on the property, lot sizes, dimensions and recent aerial imagery is available from: -

- the Shire website under Planning > Intramaps.
- Landgate - go to [Map Viewer Plus site](#).

### Where do I find the planning provisions for the site?

The Planning requirements for your site are based on (1) the type of development, (2) the zoning of your site and (3) location of your site.

In most instances your development requirements will be contained in the following documents: -

- Shire of Coolgardie Local Planning Scheme No 5. A copy is available via Shires Website: [www.coolgardie.wa.gov.au](http://www.coolgardie.wa.gov.au) or DPLH website [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)
- Residential Design Codes (R-Codes)- Vol 1 is a State Planning document that applies to all residential developments in Western Australia. A copy is available on Shire Website: [www.coolgardie.wa.gov.au](http://www.coolgardie.wa.gov.au) or DPLH website [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)
- Shire of Coolgardie Local Planning Policies – available on the Shire website.
- Main Roads WA– Vehicle access and/or signage on Goldfields Highway, Great Eastern Highway/Bayley Street or Coolgardie-Esperance Highway.
- Water Corporation – To ensure the water demand requirements for your development are resolved in the planning stage of your proposal.

### How do I find out if the property is affected by bushfire?

Public mapping for bushfire prone areas in Western Australia is available on the Department of Fire and Emergency Services' website at <https://www.dfes.wa.gov.au>. If you have any difficulties accessing this information, please contact the Shire Development Services.

### How Long is my Planning Approval Valid For?

Development approvals are generally valid for a period of two (2) years. Within this timeframe, the development is to be substantially commenced for the approval to remain valid.

### How much does a Development application cost?

For more information regarding fees associated with lodging a development application and other planning services, please refer to the Shire's '[Planning Fees Sheet 2024-2025](#)'.

### How to Lodge your Development (Planning) Application?

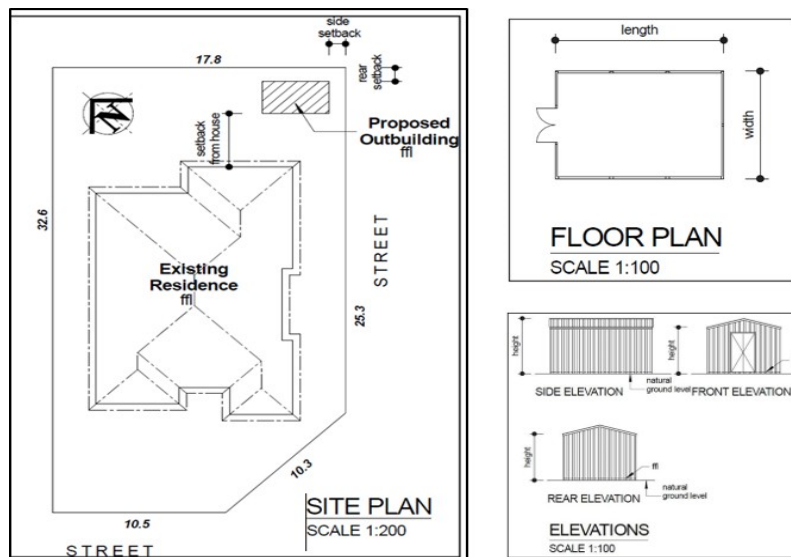
You can submit your application by:-

- Email - via the [mail@coolgardie.wa.gov.au](mailto:mail@coolgardie.wa.gov.au) . Please include the address in the subject line.
- In-Person – at the Customer service Counters at
  - Kambalda Recreation Centre – Barnes Drive, Kambalda West
  - Coolgardie Recreation Centre – Sylvester St, Coolgardie

### What are the Development (Planning) Application Requirements?

The planning legislation sets out what constitutes a valid planning application, which comprises:

- 1) Completed Planning Application Form and Signed by each owner of the property. This can be downloaded from the Shire website.
  - 2) Completed checklist – Development (Planning) Application checklist.
  - 3) Payment - Planning Application Fee
  - 4) Copy of Certificate of Title (issued within 6 months)
  - 5) Floor Plans - Drawn to Scale or 1:100 or 1:200
  - 6) Site Plan – Drawn to Scale or 1:100 or 1:200 showing:
    - a. North Point
    - b. Lot boundaries
    - c. Existing dwelling and other structures on the lot. Refer to the example below.
  - 7) Elevation Plans – Scale 1:100 or 1.200 showing front, side and rear elevations showing height, natural ground levels, visually permeable panels and all dimensions. Refer to the example below.
- 1) Variations Report or letter detailing any aspects that do not comply with the R-Codes or Shire Policies



### Do I need building or health approval?

Applying for development approval and a building permit and / or health approval are separate processes, controlled under different legislation.

- A building permit ensures that the building is structurally safe and complies with the relevant building legislation. Building permit application forms (certified or uncertified) are available from the Department of Mines, Industry Regulation and Safety (DMIRS)'s website at [commerce.wa.gov.au/building-commission](https://commerce.wa.gov.au/building-commission).
- A Health approval may be required for matters such as food and liquor premises, beauty therapy as well as noise generating premises such as gyms.

If you are unsure if your proposal requires further approvals or would like further information on the Building Permit process or Health requirements contact the Shire Development Services team.

### What is the Development (Planning) Application process?

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

Process	Details
Application Submission	The application is checked that all required information is submitted, including Application Form completed and signed, fees paid, plans (to scale) provided and accepted by the Shire.
Assessment	The application will be assessed against the various planning provisions. Depending on the complexity of the application further information may be required, and/or Shire officers will liaison with the applicant.
Referral and/or Public Advertising	Some applications require: - <ul style="list-style-type: none"> <li>referral to an external authority (such as Main Roads WA) or</li> <li>public advertising typically for a period of 21 or 28 days. This process involves notification letters to owners and occupiers of properties considered most likely to be affected by the proposal. During this period, submissions may be made on the proposal and the plans will be available for viewing.</li> </ul>
Determination	On completion of the above process and assessment, the officer will establish if the proposal can be dealt with under delegated authority. If it can, a determination will be issued to the applicant. If Not, it will be referred to a meeting of Council for a decision. Council meetings occur on a monthly basis, so if a Council decision is required, there will also be an increased processing time associated with report preparation and timing of the meeting.
Decision	The Shire will provide the applicant of a copy of the Development (Planning) determination.
Appeal	If a refusal is issued, the applicant has a right of appeal to the State Administrative Tribunal to review the decision.

### Further information.

For further information please visit the Shire's website at [coolgardie.wa.gov.au](http://coolgardie.wa.gov.au) or visit the Shires Customer Service Counters at the Coolgardie and Kambalda Recreation Centre or by phoning the Development Services on 9080 2111 or email ([planning@coolgardie.wa.gov.au](mailto:planning@coolgardie.wa.gov.au))