



SHIRE OF WYNDHAM EAST KIMBERLEY
APPLICATION FOR PLANNING APPROVAL - SIGNAGE / ADVERTISING

OWNER DETAILS

Name _____
Postal Address _____ Post Code _____
Phone (Work) _____ Phone (Home) _____ Fax _____ Email _____
Contact Person _____
Signature _____ Date _____
Signature _____ Date _____

***The signature of the LANDOWNER(S) is required on all applications.
Assessment of the application will not proceed without the land owners' signature.***

APPLICANT DETAILS

Name _____
Postal Address _____ Post Code _____
Phone (Work) _____ Phone (Home) _____ Fax _____ Email _____
Contact for Correspondence _____
Signature _____ Date _____

PROPERTY DETAILS

Lot No. _____ House/Street No. _____ Location No. _____
Street Name _____ Suburb _____
Nearest Street Intersection _____ Assessment No _____
Diagram or Plan No. _____ Certificate of Title Vol No. _____ Folio No. _____
Title Encumbrances [If any] _____

DEVELOPMENT DETAILS

Existing Building/Land Use _____

Type of sign _____
Approximate Cost of Proposed Development _____
Estimated Time of Completion _____

OFFICE USE ONLY

Date Received	
Fees Paid	
Receipt No	
Application No	

Document No	
Officer	
Response	
File	



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DEVELOPMENT DETAILS CONTINUED

Size of Sign	Height		Height to Underside	
	Width		Height to Top	
	Depth			

Inscription or Devise on Sign _____

Construction materials of Sign _____

Illuminated Sign Details [spot light, Neon etc]

Position of Sign [must also have plans]

Prompt and effective service is as important to us as it is to you.....

You can help us when submitting your application by following the requirements below. Should you require any assistance, please contact the Shire's Planning Officer during working hours on 9168 4100.

When making an application for Town Planning Approval the following must be submitted:

- 1) The appropriate fee – see below.
- 2) A correctly completed Planning Approval Application form, including the owners' signature.
- 3) Two (2) sets of fully dimensioned site plans drawn at a scale of not less than 1:500 on A3 sized paper showing:
 - (i) Property boundaries, dimensions and street frontage.
 - (ii) The location and use of all proposed and existing buildings, including setbacks to property boundaries.
 - (iii) The existing and proposed means of access to the site and buildings.
 - (iv) The location of any vegetation to be removed.
 - (v) The location and details of any proposed earthworks.
 - (vi) The method of stormwater drainage.
 - (vii) The location dimensions and layout of all car parking spaces to be provided.
 - (viii) The location and design details of any proposed landscaping.
 - (ix) Plan Title (ie Site Plan), Scale, North Point and Date.
- 4) Two (2) sets of fully dimensioned elevation plans drawn at a scale of 1:100 showing:
 - (i) The four sides of the building/ development.
 - (ii) Wall heights for each side of the building/ development.
 - (iii) The constructions materials and colours if known.
 - (iv) Plan Title (ie Elevation Plan), Scale and Date.
- 5) A copy of the Certificate of Title (desirable not mandatory).

DEVELOPMENT TYPE		\$ Fee
Signage / Advertisement Fee	Development cost of \$50,000 or less	\$ 135

RETROSPECTIVE APPROVALS WILL BE CHARGED AT THREE TIMES THE STANDARD APPLICATION FEE

Goods and Services Tax

A GST will apply to fees for property settlements, scheme amendments and structure plans, as these are in the nature of service. All other planning fees are exempt from GST.