



DEVELOPMENT APPLICATION PACKAGE

Shire of West Arthur Local Planning Scheme No.2



DEVELOPMENT APPLICATION LODGEMENT & PROCESSING GUIDE

This package contains information to assist the preparation and lodgement of development applications with the Shire of West Arthur, including a checklist and all relevant application forms.

You will need to complete and lodge a development application with the Shire for most new developments. There are however some exemptions. To confirm if you need to prepare an application please check the Shire's Schedule of Development Approval Exemptions (see copy attached) or contact the Shire's Development Services Team on 9736 2400 or shire@westarthur.wa.gov.au.

In addition to a completed and signed 'Form 1' application form, development applications must provide all relevant information listed in the Shire's Development Application Checklist.

You can submit your application either:

Electronically

Please compile all documents in one bookmarked PDF and email it to shire@westarthur.wa.gov.au.

Please title the email as follows:

Subject field: Application for Development Approval – The Proposal's Description – The Property Address

In person or post

Applications can be lodged in person at the Shire Administration Centre (i.e. 31 Burrowes Street, Darkan).

Applications can also be posted to PO Box 112, DARKAN WA 6392.

If the document size (too large) prohibits you from lodging your application via email, please post a USB containing your application and a covering letter to the Shire advising what the USB drive is for. You do not need to submit a hardcopy of the application with the USB drive.

Once you have submitted your application:

1. It will be registered in the Shire's record keeping system;
2. It will be reviewed to ensure it is complete. If incomplete, you will be advised via email including details of all additional information required;
3. Once complete, you will receive an invoice for payment of the relevant development application fee. Processing will not progress until the fee is paid;
4. It will be referred to any government agency or essential service provider for review and comment if required or deemed necessary;
5. Public consultation will take place if required or deemed necessary;
6. Additional information and/or a response to any submissions received may be requested from you to assist assessment of the application;
7. It will be assessed and a planning assessment report prepared with a recommendation to either approve, defer or refuse the application;
8. A final decision will be made within 60 to 90 days of payment of the development application fee, or a longer period as may be required/agreed; and
9. You will receive written notification of the final decision via email from the Shire's Development Services Team including details of all conditions and advice notes if approved or the reasons for deferral or refusal, including your appeal rights.



DEVELOPMENT APPLICATION CHECKLIST

In addition to a completed and signed 'Form 1' application form, all development applications submitted to the Shire of West Arthur must provide the following information:

1. A copy of the **Certificate of Title** for all land the subject of the application which can be purchased through Landgate directly if required.....[Certificate of Title - Landgate](#).
2. Where land is owned by an incorporated body (i.e. a company), an ASIC company search verifying those who signed the application form have the legal authority to do so[Search Company and Other Registers \(asic.gov.au\)](#).
3. A **covering letter** providing details of the existing and proposed development and/or use of the land the subject of the application. For all **residential development** including carports, garages, pergolas and outbuildings (i.e. sheds), written justification is required for any proposed variation/s to the deemed-to-comply requirements of the Residential Design Codes. For all **commercial or industrial development** the following details must be provided:
 - i) a brief description of all existing and/or proposed uses on the land and their days and hours of operation;
 - ii) the total number of people to be employed on the land;
 - iii) any processes to be conducted on the land including the type of machinery and equipment to be used;
 - iv) the type of goods to be stored, manufactured, assembled or sold from the land;
 - v) the total anticipated traffic volumes likely to be generated by both heavy and light vehicles including the type, size and frequency of heavy vehicles attending the site; and
 - vi) all waste likely to be generated including management and disposal arrangements.
4. Suitably scaled **site development plan/s** in PDF format showing the following:
 - i) the location and configuration of the land including street names, lot number/s, north point and the land's total area and dimensions;
 - ii) existing and proposed ground levels (i.e. topography / contours for the whole site);
 - iii) key environmental features including watercourses, wetlands and native vegetation;
 - iv) any existing structures and/or environmental features proposed to be removed and/or modified;
 - v) the location, boundary setbacks and use of any existing and/or proposed buildings;
 - vi) the location, dimensions and surface treatments of any existing and/or proposed vehicle accessways including driveway crossovers, parking bays and pedestrian pathways;
 - vii) the location of any existing street trees and essential service infrastructure in all verges abutting the land's road frontage including details of any proposed modifications;
 - viii) the location, dimensions and surface treatments of any area/s used for the loading / unloading of vehicles, open storage and/or trade display;
 - ix) the location and dimensions of any existing and/or proposed open space and landscaping;
 - x) the type, location and boundary setbacks of any existing and/or proposed effluent disposal infrastructure;
 - xi) details of any existing and/or proposed stormwater drainage infrastructure; and
 - xii) the location, dimensions and construction materials for any existing and/or proposed retaining walls, boundary fencing and gates.
5. Suitably scaled **floor plan/s and elevation drawings** in PDF format showing any building/s proposed to be erected or altered including details of all building dimensions in metres, floor areas in square metres, roof pitch, external construction materials and colours, the finished floor level above the natural ground level and the existing and/or proposed use of all rooms.
6. A **report** on any specialist studies in respect of the proposed development the Shire may require the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering and/or bushfire assessments.
7. **Any other information or plan/s** the Shire may reasonably require to assess and determine the application.
8. A **Form 2** for providing additional information for development approval for advertisements (i.e. new advertising signage).

SHIRE OF WEST ARTHUR LOCAL PLANNING SCHEME NO.2



FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL

OWNER DETAILS

Name/s:

ABN (if applicable):

Postal Address:

Suburb:

State:

Postcode:

Contact Person for Correspondence:

Work Phone:

Home Phone:

Mobile:

Email:

Fax:

Signature/s

Name:

Signature:

Date:

Name:

Signature:

Date:

IMPORTANT NOTES

- i) Use and attach a separate copy of this page where there are more than two (2) landowners.
- ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. Processing of this application cannot proceed without the required signature/s. 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). Land owned by an incorporated body (i.e. a company) must be signed by:
 - 1 director of the company, accompanied by the company seal; or
 - 2 directors of the company; or
 - 1 director and 1 secretary of the company; or
 - 1 director if a sole proprietorship company.

Please print the full names and positions of the company signatories underneath the signatures and provide a copy of an ASIC company search to verify those who signed the application form have the legal authority to do so[Search Company and Other Registers \(asic.gov.au\)](https://www ASIC.gov.au).
- iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.....[Certificate of Title - Landgate](#).
- iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of West Arthur where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing..... proposals@dplh.wa.gov.au.

APPLICANT DETAILS (if different from owner)		
Name:		
ABN (if applicable):		
Postal Address:		
Suburb:	State:	Postcode:
Contact Person for Correspondence:		
Work Phone:	Home Phone:	Mobile:
Email:	Fax:	
Signature:		Date:
IMPORTANT NOTES		
<p>i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, an ASIC company search where required, suitable plans and other supporting information as per the Shire's Development Application Checklist and/or the correct application fee may result in the application being returned or placed on hold.</p> <p>ii) The application fee payable will be confirmed by the Shire following receipt and review of the application. Processing of the application will not commence until the fee is paid in full.</p> <p>iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 the information and plans provided with this application may be made available by the Shire for public viewing in connection with the application.</p> <p>iv) If public advertising of the application is required an additional fee in accordance with the Shire's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full.</p> <p>v) The original of this application and supporting information and plans will be retained by the Shire for its records and will not be returned to the applicant/landowner following final determination.</p>		
PROPERTY DETAILS		
NOTE: The details provided must match those shown on the relevant Certificate/s of Title.		
Lot No/s:	House/Street No/s:	Location No/s:
Survey Diagram or Plan No/s:	Certificate of Title Volume No/s:	Certificate of Title Folio No/s:
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title):		
Street Address:		
Suburb:	State:	Postcode:
Nearest street intersection:		

Proposed Development		
Nature of development: <input type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use <i>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.</i>		
Is an exemption from development approval claimed for part of the development? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use:		
Description of proposed works and/or land use:		
Approximate cost of proposed development (excluding GST):		
OFFICE USE ONLY		
Received by:		Date application received:
Application Reference Number:		Assessment Number:
Application Fee Payable: \$	Date of Receipt:	Receipt Number:

SHIRE OF WEST ARTHUR LOCAL PLANNING SCHEME NO.2



**FORM 2 - ADDITIONAL INFORMATION FOR
DEVELOPMENT APPROVAL FOR ADVERTISEMENTS**

Note: To be completed in addition to the Application for Development Approval form (i.e. Form 1).

ADVERTISEMENT DETAILS

Description of property on which advertisement is to be displayed including full details of its proposed position within that property:

Details of proposed sign:

(a) Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):

(b) Height:

Width:

Depth:

(c) Colours to be used:

(d) Height above ground level:

i) To top of advertisement:

ii) To underside of advertisement:

(e) Materials to be used:

(f) Illuminated: Yes / No

If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:

Period of time for which advertisement is required:

Details of signs (if any) to be removed if this application is approved:

Important Note: This application must be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed above.

Advertiser's Name (if different from
landowner)

Advertiser / Landowner Signature:

Date:

SHIRE OF WEST ARTHUR LOCAL PLANNING SCHEME NO.2



ADJOINING PROPERTY OWNERS COMMENT FORM

Adjoining Property Owner Details

Full Name:

Lot No.:

Street No.:

Street Name:

Suburb:

Postcode:

Location of Proposed Development

Lot No.:

Street No.:

Street Name:

Suburb:

Postcode:

Adjoining Property Owners Comments

I/we have inspected the plans and comment as follows:

Signature/s

Signature:

Date:

Phone:

Print Name:

Signature:

Date:

Phone:

Print Name:

Thank you for your submission. Once the community consultation process has been completed submissions will be considered as part of the overall assessment process.

Management Plan – Short Term Rental Accommodation

Our Ref:

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



All development applications for Short Term Rental Accommodation must include a Management Plan.

This Management Plan template provides important information that must be provided to demonstrate the use of any premises for Short Term Rental Accommodation purposes. It also protects and maintains amenity and safety for guests, as well as immediately adjoining, and other nearby neighbours.

If development approval is granted, the premises must operate in accordance with this Management Plan and any additional supporting information provided (e.g. a Code of Conduct for Guests).

Property Address:	
Lot Number:	
Address:	
Host / Managers Emergency Contacts Details:	
Name:	
Address:	
Phone:	
Email:	
Provide details of after-hours and emergency procedures. (Attach additional documents as required.)	
Signature/s:	
Property Owner Details:	
Owner name:	
Address:	
Phone:	
Email:	
Signature/s:	

Management Plan – Short Term Rental Accommodation

Our Ref:

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PO Box 112
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Accommodation Details:			
Maximum number of guests:		Maximum number of visitors:	
Minimum night stay requirements:		Will a host be present on site?	
Guest arrival time:		Guest departure time:	
Provide details of what portions of the dwelling will be available for and used by guests. (Plans can be attached if required.)			
Provide details of check-in and check-out procedures. (Attach additional documents as required.)			
Advertising and Guest Screening:			
Provide details of where the accommodation will be advertised.			
Provide details on how the host intends to screen prospective guests. E.g. Hosts are able to screen prospective guests via the platform they use for bookings such as Air BNB and Stayz.			
Noise and Amenity:			
Provide details on what measures will be in place to minimise any potential noise impacts on neighbouring properties.			
Provide details of what measures will be in place for minimising the impact of antisocial activity on neighbouring properties.			

Management Plan – Short Term Rental Accommodation

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<p>Provide details of how guests will be notified of their responsibilities and obligations (e.g. Code of Conduct).</p> <p>Note: If a Code of Conduct is proposed, please provide a copy with this Management Plan.</p>	
Complaints Handling Procedures:	
Contact details for complaints.	
Provide details on how complaints will be handled.	
Expected response times to complaints.	
Please provide any process for notification or eviction of guests.	
Car Parking:	
Provide details of off-street parking for guests, visitors and maintenance personnel (if available).	
Provide details of any on-street parking requirements/restrictions for guests, visitors and maintenance personnel.	
How will guests and maintenance personnel be notified of this information?	

Management Plan – Short Term Rental Accommodation

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PO Box 112
31 Burrowes Street
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T: (08) 9736 2400
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Maintenance:	
What arrangements will be made to maintain the property on a regular basis?	
When will cleaning of the property be undertaken and how long will cleaners be on-site?	
Waste Disposal:	
How will all rubbish and recycled goods be disposed of and how frequently?	
Do you require any additional bins and if so what type and how many?	
Advertising Signage:	
Will any advertising signage be installed on the property and, if so, where?	
What are the dimensions of the proposed advertising signage?	
Will the proposed advertising signage be illuminated?	

Schedule 2 — Maximum fees for certain planning services

[r. 47]

[Heading inserted in Gazette 21 May 2013 p. 2012.]

Item	Planning service	Maximum fee
1.	Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is —	
	(a) not more than \$50 000	\$147
	(b) more than \$50 000 but not more than \$500 000	0.32% of the estimated cost of development
	(c) more than \$500 000 but not more than \$2.5 million	\$1 700 + 0.257% for every \$1 in excess of \$500 000
	(d) more than \$2.5 million but not more than \$5 million	\$7 161 + 0.206% for every \$1 in excess of \$2.5 million
	(e) more than \$5 million but not more than \$21.5 million	\$12 633 + 0.123% for every \$1 in excess of \$5 million
	(f) more than \$21.5 million	\$34 196
2.	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee
3.	Determining a development application for an extractive industry where the development has not commenced or been carried out	\$739
4.	Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee

Item	Planning service	Maximum fee
5A.	Determining an application to amend or cancel development approval	\$295
5.	Providing a subdivision clearance for —	
	(a) not more than 5 lots	\$73 per lot
	(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot
	(c) more than 195 lots	\$7 393
6.	Determining an initial application for approval of a home occupation where the home occupation has not commenced	\$222
7.	Determining an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 6 plus, by way of penalty, twice that fee
8.	Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73
9.	Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired	The fee in item 8 plus, by way of penalty, twice that fee
10.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	\$295

Item	Planning service	Maximum fee
11.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out	The fee in item 10 plus, by way of penalty, twice that fee
12.	Providing a zoning certificate	\$73
13.	Replying to a property settlement questionnaire	\$73
14.	Providing written planning advice	\$73

[Schedule 2 inserted in Gazette 21 May 2013 p. 2012-13; amended in Gazette 25 Aug 2015 p. 3382.]

SHIRE OF WEST ARTHUR LOCAL PLANNING SCHEME NO.2



SCHEDULE OF EXEMPTIONS FROM THE REQUIREMENT FOR DEVELOPMENT APPROVAL

Please note the various exemptions itemised below **do not apply** to development if:

- a) it is proposed to be undertaken in a **Special Control Area** and the special provisions that apply to that area require development approval; or
- b) it is proposed to be undertaken on land designated by an order made under section 18P of the *Fire and Emergency Services Act 1998* as a **bush fire prone area**, and development approval is required pursuant to clause 78D(3) in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

	Proposed Works / Use	Terms / Conditions	Legislation Providing Exemption
1.	The demolition or removal of any of the following: (a) a single house; (b) an ancillary dwelling; (c) an outbuilding; (d) an external fixture; (e) a boundary wall or fence; (f) a patio; (g) a pergola; (h) a verandah; (i) a deck; (j) a garage; (k) a carport; (l) a swimming pool; (m) shade sails.	The works are not located in a heritage-protected place.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
2.	The demolition of a building that is not a single house, ancillary dwelling, multiple dwelling or grouped dwelling.	(a) The building does not share a common wall with another building; and/or (b) The works are not located in a heritage-protected place.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>

	Proposed Works / Use	Terms / Conditions	Legislation Providing Exemption
3.	The demolition or removal of a cubbyhouse.	The works are not located in a heritage-protected place.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
4.	The demolition or removal of a flagpole.	The works are not located in a heritage-protected place of a kind referred to in clause 1A(1)(a) to (e) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
5.	Internal building work that does not materially affect the external appearance of the building.	Either: (a) neither the building nor any part of it is located in a heritage-protected place of a kind referred to in clause 1A(1)(a) to (e) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> ; or (b) the building, or a part of it, is located in a heritage-protected place of a kind referred to in clause 1A(1)(a), (c), (d) or (e) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , but the interior of the building is specified as not being of cultural heritage significance in the relevant register, order, agreement or list referred to in that clause.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
6.	The erection of, or alterations or additions to, a single house on a lot.	(a) A single house is listed in the Zoning Table of the Scheme as a permitted (i.e. 'P') use. (b) The minimum boundary setbacks stipulated in the Scheme are complied with. (c) The development complies with the deemed-to-comply requirements of the R-Codes where applicable in that zone. (d) The works are not located on a lot which does not have access to a dedicated and/or constructed road.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, the Shire of West Arthur Local Planning Scheme No.2 and Local Planning Policy No.1 - Permitted Development.</i>

	Proposed Works / Use	Terms / Conditions	Legislation Providing Exemption
		(e) The works do not include a relocated or repurposed building. (f) The works are not located in a heritage-protected place.	
7.	The erection or installation of, or alterations or additions to, any of the following on the same lot as a single house or a grouped dwelling — (a) an ancillary dwelling; (b) an outbuilding; (c) an external fixture; (d) a boundary wall or fence; (e) a patio; (f) a pergola; (g) a verandah; (h) a deck; (i) a garage; (j) a carport; (k) a swimming pool; (l) shade sails.	(a) The R-Codes apply to the works. (b) The works comply with the deemed-to-comply provisions of the R-Codes. (c) The works are not located on a lot which does not have access to a dedicated and/or constructed road. (d) The works do not include a relocated or repurposed building. (e) The works are not located in a heritage-protected place.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, the Shire of West Arthur Local Planning Scheme No.2 and Local Planning Policy No.1 - Permitted Development.</i>
8.	The erection or installation of, or alterations or additions to, any of the following on the same lot as a single house — (a) an outbuilding; (b) an external fixture; (c) a boundary wall or fence; (d) a patio; (e) a pergola; (f) a verandah; (g) a deck;	(a) The R-Codes do not apply to the works. (b) A single house is listed in the Zoning Table of the Scheme as a permitted (i.e. 'P') use. (c) The minimum boundary setbacks stipulated in the Scheme are complied with. (d) The development complies with the deemed-to-comply requirements of the R-Codes where applicable in that zone. (e) The works are not located on a lot which does not have access to a dedicated and/or constructed road.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, the Shire of West Arthur Local Planning Scheme No.2 and Local Planning Policy No.1 - Permitted Development.</i>

	Proposed Works / Use	Terms / Conditions	Legislation Providing Exemption
	(h) a garage; (i) a carport; (j) a swimming pool; (k) shade sails.	(f) The works do not include a relocated or repurposed building. (g) The works are not located in a heritage-protected place.	
9.	The erection or installation of, or alterations or additions to farm sheds.	(a) The works are not located in a heritage-protected place. (b) The minimum boundary setbacks stipulated in the Scheme are complied with. (c) The development complies with the requirements of the Shire of West Arthur Local Planning Policy No.2 – Rural Sheds.	<i>Shire of West Arthur Local Planning Policy No.2 – Rural Sheds.</i>
10.	The temporary erection or installation of an advertisement.	(a) The advertisement is erected or installed in connection with an election, referendum or other poll conducted under the <i>Commonwealth Electoral Act 1918</i> (Commonwealth), the <i>Referendum (Machinery Provisions) Act 1984</i> (Commonwealth), the <i>Electoral Act 1907</i> , the <i>Local Government Act 1995</i> or the <i>Referendums Act 1983</i> ; (b) The primary purpose of the advertisement is for political communication in relation to the election, referendum or poll; (c) The advertisement is not erected or installed until the writ or writs have been issued or, for an election, referendum or poll under the <i>Local Government Act 1995</i> , until the 36th day before the day on which the election, referendum or poll is to be held; (d) The advertisement is removed no later than 48 hours after the election, referendum or poll is conducted; and	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>

	Proposed Works / Use	Terms / Conditions	Legislation Providing Exemption
		(e) The advertisement is not erected or installed within 1.5 metres of any part of a crossover or street truncation.	
11.	The erection or installation of a sign of a class specified in a local planning policy or local development plan that applies to the works as not requiring development approval.	(a) The sign complies with any requirements specified in the local planning policy or local development plan in relation to the exemption from the requirement for development approval; (b) The sign is not erected or installed within 1.5 metres of any part of a crossover or street truncation; and (c) The works are not located in a heritage-protected place.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
12.	Works to change an existing sign that has been erected or installed on land.	(a) The erection or installation of the existing sign was the subject of development approval or was exempt from the requirement for development approval; (b) The changes do not alter the size or location of the existing sign or result in the sign containing any illumination, animation, movement or reflective, retro-reflective or fluorescent materials; (c) The sign is not used for advertising (other than the advertising of a business operated on the land); and (d) The works are not located in a heritage-protected place.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
13.	The installation of a water tank.	(a) The water tank is not installed in the street setback area of a building; (b) The volume of the water tank is no more than 5,000 litres; (c) The height of the water tank is no more than:	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>

	Proposed Works / Use	Terms / Conditions	Legislation Providing Exemption
		<ul style="list-style-type: none"> (i) for a tank fixed to a building — the height of the eaves of the building; or (ii) for a tank that is not fixed to a building and is more than 1 metre from each boundary of the lot — 2.4 metres; or (iii) for a tank that is not fixed to a building and is 1 metre or less from a boundary of the lot — 1.8 metres; and (d) The works are not located in a heritage protected place. 	
14.	The erection or installation of a cubbyhouse.	<ul style="list-style-type: none"> (a) The cubbyhouse is not erected or installed in the street setback area of a building; (b) The floor of the cubbyhouse is no more than 1 metre above the natural ground level; (c) The wall height of the cubbyhouse is no more than 2.4 metres above the natural ground level; (d) The building height of the cubbyhouse is no more than 3 metres above the natural ground level; (e) The area of the floor of the cubbyhouse is no more than 10 m²; and (f) The cubbyhouse is not erected or installed within 1 metre of more than 1 boundary of the lot. 	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
15.	The erection or installation of a flagpole.	<ul style="list-style-type: none"> (a) The height of the flagpole is no more than 6 metres above the natural ground level; (b) The flagpole is no more than 200 mm in diameter; (c) The flagpole is not used for advertising; (d) There is no more than 1 flagpole on the lot; and (e) The works are not located in a heritage-protected place. 	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>

	Proposed Works / Use	Terms / Conditions	Legislation Providing Exemption
16.	The installation of solar panels on the roof of a building.	(a) The solar panels are parallel to the angle of the roof; and (b) The works are not located in a heritage-protected place.	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
17.	Maintenance and repair works.	Either: (a) the works are not located in a heritage protected place; or (b) the maintenance and repair works are of a kind referred to in the <i>Heritage Regulations 2019</i> regulation 41(1)(b) to (i).	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
18.	Temporary works and/or use.	The works and/or use are in existence for less than 48 hours, or a longer period agreed by the local government, in any 12-month period.	<i>Clause 61(1) & (2) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
19.	Works that are urgently necessary for any of the following: (a) public safety; (b) the safety or security of plant or equipment; (c) the maintenance of essential services; and/or (d) the protection of the environment.	The works are not located in a heritage-protected place of a kind referred to in clause 1A(1)(a), (b) or (d) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .	<i>Clause 61(1) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
20.	Works and/or use specified in a local planning policy or local development plan that applies to the works and/or use as works and/or use that do not require development approval.	The works and/or use comply with any requirements specified in the local planning policy or local development plan in relation to the exemption from the requirement for development approval.	<i>Clause 61(1) & (2) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i>
21.	Development that is a class 'P' use in relation to the zone in which the development is located.	(a) The development has no works component; or (b) Development approval is not required for the works component of the development.	<i>Clause 61(2) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015</i>
22.	Development that is an exempt class 'D' use in relation to the zone in which the development is located.	(a) The development has no works component; or (b) Development approval is not required for the works component of the development; or (c) The class D use is of the following type in the following zones as described in Local Planning	<i>Clause 61(2) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015</i>

	Proposed Works / Use	Terms / Conditions	Legislation Providing Exemption
		<p>Scheme No.3 and all conditions outlined below are satisfied in relation to that use:</p> <ul style="list-style-type: none"> i) Shop in a Commercial zone, Centre zone or Mixed Use zone with a net lettable area no more than 300m²; ii) Restaurant/Café in a Commercial zone, Centre zone or Mixed Use zone with a net lettable area no more than 300m²; iii) Convenience Store in a Commercial zone, Centre zone or Mixed Use zone and the Store is not used for the sale of petroleum products; iv) Consulting Rooms in a Commercial zone, Centre zone or Mixed Use zone and no more than 60% of the glass surface of any window on the ground floor of the Consulting Rooms is obscured glass; v) Office in a Commercial zone, Centre zone or Mixed Use zone and the office is not located on the ground floor of a building; and vi) Home Occupation in all zones. 	
23.	The use of premises as a home office.		<i>Clause 61(2) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015</i>
24.	The use of premises as a drop-off refund point.	<ul style="list-style-type: none"> (a) The premises are otherwise used as a shop (as defined in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 1 clause 38); or (b) The premises are not in a Residential zone and the use of the premises as a drop-off refund point is an incidental use of the premises. 	<i>Clause 61(2) - Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015</i>