

## **MAKING AN APPLICATION FOR PLANNING APPROVAL FOR RESERVE 24308 (NAVAL BASE SHACKS)**

### **1.0 Introduction**

In accordance with the requirements of the Metropolitan Region Scheme ("MRS"), Reserve 24308 is a regional reservation for 'Parks and Recreation' under the MRS.

Upon submission to the City of Cockburn, all applications for the development of land on Reserve 24308 are therefore required to be referred to the Western Australian Planning Commission ("WAPC") for determination as per Clause 29(1)(a)(i) of the MRS and the Notice of Delegation under the *Planning and Development Act 2005*.

Please note that in almost every circumstance, all proposed development will require planning approval. This is a separate process to the building permit.

### **2.0 Submitting the application**

You need to submit your completed application to the City's Statutory Planning Division. Upon receiving your application, the Statutory Planning Division will forward it to the WAPC within 7 days. The City will then assess the application and provide a follow-up recommendation to the WAPC within 42 days of the original referral taking place, as per Clause 29(3) of the MRS.

### **3.0 How will the application be assessed**

The City's assessment and recommendation will be based upon the associated Local Planning Policy APD65 (Naval Base Holiday Park Heritage Area), the requirements of the lease and the requirements of the MRS.

### **4.0 What must I submit**

Your application for planning approval must include:

- i. Completed MRS Form 1;
- ii. Planning fee applicable (see Schedule of Fees).
- iii. Three scaled (1:100 or 1:200) and accurate metric site plans which show the following:
  - a. The entire lease site and all buildings (existing and proposed), dimensions, areas and including a north point;
  - b. Relationship to all surrounding lease sites and all other infrastructure or services nearby (particularly fire infrastructure);
  - c. The location of different use areas within the existing and proposed building;
  - d. Landscape areas (grass only) shown within the lease site;
  - e. Parking areas shown within the lease site;
  - f. Elevations and cross-sections (where applicable);
  - g. The location of the water tap and soak well.

Please note that the City will initially organise for the MRS Form 1 to be signed by the responsible Minister for Regional Development and Lands, on behalf of the owner of the land (the Crown). Accordingly upon submitting your application there will be a process to have it referred for signing,

which the City will handle. Upon receiving this back from the Minister, the planning process will commence.

#### **5.0 Relevant documents**

Please find below the following relevant documents:

A copy of the MRS Form 1

A copy of Local Planning Policy APD65 (Naval Base Holiday Park Heritage Area)

#### **6.0 Questions?**

Please contact the City's Statutory Planning Division on 9411 3444.