

1.0 Planning Services

Retrospective Approvals Process

The City of Karratha in undertaking an audit of approved and unapproved buildings and land uses across the KIE will likely require some land owners to submit a retrospective Application for Planning Approval so that the City can approve these structures, buildings and land uses where possible under Town Planning Scheme No.8.

To gain Planning Approval the applicant is to submit:

- 1) A completed Application for Planning Approval form (attached with this information kit). Please be aware that the owner/s of the property must sign this application form.
- 2) A written description of the use/s on the site so that the City can determine the land uses to grant approval to across the site.
- 3) Two copies of a site plan to scale showing:
 - a) the location of the site including street names, lot numbers, north point and the dimensions of the site;
 - b) the existing and proposed ground levels over the whole of the land the subject of the application and the location and type of all existing structures, and structures proposed to be removed;
 - c) the existing and proposed means of access for vehicles to and from the site;
 - d) the location, number, dimensions and layout of all car parking spaces intended to be provided;
 - e) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
 - f) Location for all buildings on the site, including setbacks to all boundaries and other buildings;
 - g) Location and setbacks from boundaries and buildings of waste treatment and disposal systems;
 - h) the location and dimensions of any open storage/laydown area; and
 - i) the nature and extent of any open space and landscaping proposed for the site.
- 4) Two copies of elevations to scale (and sections where appropriate) of any building/s proposed to be retained.
- 5) Two copies of floor plans of any building proposed to be retained. Floor plans must include dimensions of workshop space, office space, storage rooms, lunch/crib rooms ablution facilities and dimensions of any rooms proposed as a caretaker's dwelling.

Change of Use: Overtime some sites in the KIE may have moved from a specific defined land use under the Town Planning Scheme to another and not realised that a Planning Approval for a change to this new use was required. The audit will determine whether this has occurred on any lot and the land owner will be notified so that they can seek Planning Approval for a Change of Use. In this instance the applicant will be required to submit a completed Application for Planning Approval form with the same information outlined above.

Should you have any queries in regard to the abovementioned Planning Approval process or requirements, please initially contact Arqum Hayat on 9186 8509.

Associated Documents

- 1.1** Planning Application Form
- 1.2** Local Planning Policy DP05 – Industrial Development Requirements
- 1.3** TPS8 Zoning Table