

DATE OF LODGEMENT	
ASSESSMENT NUMBER	



APPLICATION NUMBER	
RECORD NUMBER	

SHIRE OF SHARK BAY
 65 KNIGHT TERRACE, DENHAM
 PO BOX 126, DENHAM WA 6537
 TOWN PLANNING SCHEME NO ____ ZONING SCHEME
PLANNING APPLICATION

ADMINISTRATION CHECKLIST (OFFICE USE ONLY)	BRIEF DESCRIPTION OF PROPOSED USE (S) OR DEVELOPMENT	OWNER DETAILS	OWNER DETAILS (MORE THAN 1X OWNER)																																				
<p align="center">ADMINISTRATION CHECKLIST</p> <table border="1"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 70%;">Check to make sure all the forms are completed, as well as the front of the envelope.</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>The Application has been assigned an Application number (Open the Building & Planning Applications – Yearly Checklist Spreadsheet to see which number should be assigned next).</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td>Fees Paid+ Applicant was given a receipt and a copy of the receipt has been placed in the envelope.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td>Blue fields in the Yearly Checklist Spreadsheet have been completed.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td>Envelope has been date stamped as well as the Envelopes contents (All contents).</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td>The Application has been recorded, attached and saved in Synergy. 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Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p align="center">FEES (OFFICE USE ONLY)</p> <p>APPROXIMATE COST OF PROPOSED DEVELOPMENT:</p> <p>_____</p> <p>Planning Fee: _____</p> <p>Date Paid: _____</p> <p>Receipt No: _____</p>	<p>Name: _____</p> <p>_____</p> <p>Postal Address: _____</p> <p>_____</p> <p>_____</p> <p>Tel: _____ Fax: _____</p> <p>Mob: _____</p> <p>Email: _____</p> <p>_____</p> <p>SIGNATURE OF OWNER DATE: _____</p> <p align="center">APPLICANT DETAILS</p> <p>Name: _____</p> <p>_____</p> <p>Postal Address: _____</p> <p>_____</p> <p>_____</p> <p>Tel: _____ Fax: _____</p> <p>Mob: _____</p> <p>Email: _____</p> <p>_____</p> <p>SIGNATURE OF APPLICANT DATE: _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p align="center">DEVELOPMENT ADDRESS</p> <p>Lot/loc: _____</p> <p>Street/Road: _____</p> <p>Locality: _____</p> <p>Title Details: _____</p> <p>Description of Land: _____</p> <p>_____</p> <p>Volume: _____</p> <p>Folio: _____</p> <p>Plan/Deposited Plan No: _____</p> <p>Estimate Time for Construction: _____</p> <p><small>If the land is Unallocated Crown Land (UCL) you may need to organise an owners signature by the Department of Lands. If the land is a crown reserve you may require signature of the agency to which the reserve is vested. Please clarify ownership of crown land prior to lodgement of applications.</small></p>
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