

# Planning Application Shed Checklist

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## When is a planning application required for a Shed?

The location of your property and size, height, colour and location of the proposed shed will affect whether you are required to lodge a planning application. The table over the page should assist you in determining whether you are required to lodge a planning application.

## When is a Shed not a Fast Track application?

A Shed application is not a Fast Track application in the following instances:

- Requires Council to determine the application.
- Is within a Heritage Area or on a Heritage List and proposes development which is visible from a public space (i.e. street, park etc);
- Requires one or more State Government Agency or committee referrals;
- Requires public consultation with surrounding landowners;
- Is a retrospective application; or
- Proposes significant variations to the current Local Planning Scheme and Local Planning Policies.

## How do I prepare my planning application?

The following information is required to be included in your planning application. You may submit your application to City via post or in person. Please note that the City does not currently accept electronic planning applications. Please ensure that you submit all of the required documents to avoid delays with lodgement and allow City staff to process the application.

Documents	When are they required?
1. Completed City of Swan Planning Application Form;	Always
2. Metropolitan Region Scheme Form 1	Always
3. Payment of relevant Planning Fees & Charges	Upon receipt of your application we will invoice you
4. Current copy of the property's Certificate of Title	Always
5. Completed Shed – Customer Checklist & Questionnaire	Always
6. Three (3) copies of a Site Plan drawn to scale	Always
7. Three (3) copies of a Floor Plan drawn to scale	Always
8. Three (3) copies of a set of Elevation Plans drawn to scale	Always
9. One (1) copy of a Stormwater Plan	Always
10. Completed Heritage Area – Checklist & Questionnaire	Only if your property is in a Heritage Area or on the Local or State Register of heritage Places

### Further Information

If you need further information about planning in Swan:

**Visit our website:** [www.swan.wa.gov.au/Planning, Building, & Engineering/Planning](http://www.swan.wa.gov.au/Planning, Building, & Engineering/Planning)

**Call us:** 9267 9267 (between 8:00am and 5:00pm, Monday to Friday)

**Visit us:** 2 Morrison Rd, Midland (between 8:00am and 4:30pm, Monday to Friday)

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Zones	A planning application for a shed is required in the following instances
Residential Development Residential Redevelopment Residential City Centre - Commercial Deferred City Centre - Residential All Special Use zones	<ul style="list-style-type: none"> <li>the proposed Shed/Outbuilding constitutes a '<u>Habitable Building</u>' under the Planning &amp; Development (Local Planning Schemes) Regulations 2015; and</li> <li>the property:               <ul style="list-style-type: none"> <li>is located within a bushfire prone area; and</li> <li>has a BAL-40 or BAL-FZ rating;</li> </ul> </li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>It is located within a <u>Heritage Area</u>;</li> <li>It contains a place on a Local Heritage List &amp;/or State Register of Heritage Places; or</li> <li>The development area on the property is affected by floodway &amp;/or flood fringe; or</li> <li>The property is within an Aircraft Noise Contour; or</li> <li>The property is within or abutting the Swan River Trust Development Control Area.</li> </ul> <p>[extracted from Schedule 5 of <i>Local Planning Scheme No.17</i>]</p>
General Rural Swan Valley Rural Zones	<ul style="list-style-type: none"> <li>the proposed Shed/Outbuilding constitutes a '<u>Habitable Building</u>' under the Planning &amp; Development (Local Planning Schemes) Regulations 2015; and</li> <li>the property:               <ul style="list-style-type: none"> <li>is located within a bushfire prone area; and</li> <li>has a BAL-40 or BAL-FZ rating;</li> </ul> </li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>the combined floor area of all sheds (and outbuildings) on the property exceeds 300m<sup>2</sup>;</li> <li>the height of the shed exceeds 5m;</li> <li>external surfaces are clad with reflective materials (i.e. zinalume)</li> <li>it is located outside of an approved Building Envelope or where no Building Envelope exists, it does <b>not</b> comply with the relevant setback requirements.</li> <li>it is located within a Flood Prone Area;</li> <li>it is located within a <u>Heritage Area</u> or it contains a place on a Local Heritage List &amp;/or State Heritage List.</li> </ul> <p>[extracted from Schedule 5 of <i>Local Planning Scheme No.17</i>]</p>
Special Rural Rural Living Rural Residential Landscape Resource	<ul style="list-style-type: none"> <li>the proposed Shed/Outbuilding constitutes a '<u>Habitable Building</u>' under the Planning &amp; Development (Local Planning Schemes) Regulations 2015; and</li> <li>the property:               <ul style="list-style-type: none"> <li>is located within a bushfire prone area; and</li> <li>has a BAL-40 or BAL-FZ rating;</li> </ul> </li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>the combined floor area of all sheds (and outbuildings) on the property exceeds 200m<sup>2</sup>;</li> <li>the height of the shed exceeds 5m;</li> <li>external surfaces are clad with reflective materials (i.e. zinalume)</li> <li>it is located outside of an approved Building Envelope or where no Building Envelope exists, it does <b>not</b> comply with the relevant setback requirements.</li> <li>it is located within a Flood Prone Area;</li> <li>it is located within a <u>Heritage Area</u> or it contains a place on a Local Heritage List &amp;/or State Heritage List.</li> </ul> <p>[extracted from Schedule 5 of <i>Local Planning Scheme No.17</i>]</p>
All other zones	A planning application is <b>always</b> required for a Shed.

# Planning Application Shed Questionnaire

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1. Please complete the following table by indicating the characteristics of the proposed Shed(s)?

Number of Sheds	Length	Width	Floor Area	Wall Height	Roof Peek Height	Material	Colour

2. What is the natural ground level of the land where the shed is to be located? \_\_\_\_\_

3. What is the proposed finished floor level of the shed? \_\_\_\_\_

4. If the shed has a wall height greater than 3 metres, please explain why it is required to be this height?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Please tick which stormwater drainage method is proposed?

- Soakwells     Council System     Clear of Building     Water Tank

6. Will you need to upgrade essential services such as electricity, gas, or water services to the property?

- Yes     No

If Yes, what will be required? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Please specify what the shed will be used for by ticking the corresponding box below.

- a. Storage of household goods:     Yes     No  
 b. Storage of stock feed:     Yes     No  
 c. Storage of other material – please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- d. Parking of car(s):     Yes     No  
 e. Parking of Commercial Vehicles:     Yes     No

If yes, please specify how many Commercial Vehicles: \_\_\_\_\_ Length: \_\_\_\_\_ Aggregate mass: \_\_\_\_\_

- f. Operating a business:     Yes     No

If yes, please provide a thorough description of the proposed business?

8. What is the size of the area within the Shed that is intended to be used for the proposed business? \_\_\_\_\_

9. Do you intend to employ people to assist the operation of the business?  Yes     No

If yes, please specify how many? \_\_\_\_\_

10. Will all employees normally reside at this address?  Yes     No

11. Do you propose to have an office or toilet in or attached to the shed?  Yes     No

If yes, please ensure that the details are shown on the relevant plans.

## Customer Checklist Administration

Customer Checklist Owner			
Business Unit Name	Officer Title		Contact Number
Statutory Planning	Coordinator Statutory Planning Reform		(08) 9267 9691
Document Ref.	Doc. Set ID 1712012	Review Frequency	Needs basis - when statues, regulations or policy change.

Version	Decision Reference	Decision Date	Synopsis
1	Coord. Stat. Planning Reform	18/08/2011	Created
2	Coord. Stat. Planning Reform	09/09/2011	Published Customer Checklist
3	Coord. Stat. Planning Reform (Acting)	18/07/2014	Removed questionnaire – published Customer checklist
4	Coord. Stat. Planning Reform	02/03/2017	Amended to make it consistent with new web content. Published.
5	Coordinator Planning Process	19/04/2017	Removed the term fast-track reference in heading.
6	Coordinator Planning Process	09/09/2017	Minor formatting changes and spelling errors. Published Customer Checklist.
7			
8			