

# PROVISION OF WRITTEN PLANNING ADVICE APPLICATION FORM (FPS056)



89 Earl Street  
PO Box 1145  
Narrogin WA 6312



(08) 9890 0900



www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

This form is for individuals or businesses seeking formal written advice from the Shire on planning matters. Over the phone or in person advice is limited to basic enquiries about the Shire's Local Planning Scheme or Local Planning Strategy and relevance to a particular property or type of property, and 15 minutes in duration.

## Conditions of Service

- Processing Time: Written advice will be provided within **10 business days** from submission of request.
- Fee: As per the [Schedule of Fees & Charges](#)
- All fees are non-refundable once processing begins.
- If you cannot access email, you may request a printed copy for collection or postage.
- If the request includes multiple properties or complex matters, further fees may apply.
- This form does not constitute a development application or a determination under the Planning and Development Act 2005. For proposals requiring discretion or specific approval, a Development Application must be lodged.

## PROPERTY DETAILS

Lot No:		House No:	
Owner(s) Name: (if known)			
Street:			
Suburb:			

## APPLICANT DETAILS

Applicant Name:			
Postal Address:			
Telephone No:		Mobile No:	
Email address:			
Applicant Signature:		Date:	

## TYPE OF INFORMATION REQUIRED (Please Tick)

Important: All information requested will be emailed to the applicant's email address listed above.

- Provision of Written Planning Advice (minimum 1 x hour, rounded to nearest ¼ hour)  
*Please attach the details of the information required and include plans where relevant.* Fee applicable
- Planning Exemption Advice  
*Assessment of plans to see if application is exempt from Planning.*  
*Please attach details of the information required and include plans where relevant.* Fee applicable

## OWNERS AUTHORISATION

Where copies of approvals and plans are requested, this form must be signed by ALL landowners.

- I/We **are** the current owner(s) of the property being enquired upon
- I/We **are not** the current owner(s) of the property being enquired upon. The current owner(s) have signed below granting permission to release the requested information.

I/We, \_\_\_\_\_ declare ownership of the property enquired upon, located at \_\_\_\_\_ and authorise the above applicant to request and receive the information within this written planning advice application.

Owner(s) Name:			
Name of company / organisation: <i>(if applicable)</i>			
Postal Address:			
Telephone No:		Mobile No:	
Email address:			
Owner Signature:		Date:	
Owner Signature:		Date:	

## ADDITIONAL INFORMATION

Please attach any relevant documents such as property details, settlement contracts, or planning-related inquiries.

**Note:** Subdivision applications must be submitted directly to the WAPC. The Shire provides advice to the WAPC but does not approve these applications.

## SUBMISSION & PAYMENT

### Payment Options:

- Over the phone: Call 08 9890 0900 during normal office hours.
- By invoice: Email your request to [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)
- In person: Shire of Narrogin, 89 Earl Street, Narrogin WA 6312, during normal office hours.

### Submit Form:

- Email: [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)
- In person: Shire of Narrogin, 89 Earl Street, Narrogin WA 6312, during normal office hours.

## OFFICE USE ONLY

Entered into Records:		Date:	
Received by Planning Officer:		Date:	
Advice Provided by:		Date: <i>(within 10 business days)</i>	