

ADVERTISING INSTRUCTIONS (AD-REQ2)

one city diverse places



The below are brief instructions relating to how to compile and task an Advertising Request. For more detailed instructions please refer to [Statutory Planning - Process Manual - Advertising Applications - Planners: Preparing an Advertising Information/Request Package \(ECM DSI 5052397\)](#).

1. Complete the Advertising Request form over the page.
2. Complete any subsequent forms in this document that are required to support your Advertising Request (i.e. Public Authority Email/s, Interest Group Email etc.)
3. Delete any subsequent forms you do not require.
4. Once you have completed your Advertising Request:
 - a. Save this document to Pathway by clicking on the Save Button.
 - b. Then click Save As, and save it as a PDF document to a temporary transfer folder (can be any folder, it is an intermediate location prior to registering the document in ECM)
5. Open the PDF document. Add the following additional documents to the PDF document:
 - a. Map showing what properties should receive advertising letters. Please ensure this map is to a rounded scale and has the zoning layer turned off to avoid confusion regarding property selection.
 - b. Map showing where any advertising signs should be located.
 - c. Plans to be advertised:

Plans	Mandatory
Locality Map (showing the subject property's location)	Yes
Zoning Map (showing the subject property's location)	Yes
Site Plan	Yes
Floor Plan	No (this is generally unnecessary for privacy reasons, but there may be an instance where it is necessary)
Elevation Plan	No (depends on nature of application)
Support and technical documents	No (depends on nature of application)
Photos	No (depends on nature of application)
Perspective Drawings	No (depends on nature of application)

6. **Please bookmark the document so that the BSOs can navigate the PDF quickly and easily.**
7. Once you have added all the necessary documents to the Advertising Request PDF document, register the document in ECM against the five mandatory indexes.
8. Title the registered document as followings:
ADVERTISING REQUEST – Proposal Description – Address – Application Ref.
9. Task the registered document to the Planning (Consultation) ECM User Group/Task List.

PUBLIC ADVERTISING INFORMATION &/OR REQUEST FORM

one city diverse places



Application Ref.	DA-496/2026	Date Advertising Requested:		Elise McMahon
What is this request for?	☒ Comprehensive Advertising (>10 properties being notified) – BSOs will complete ☐ Comprehensive Advertising (≤ 10 properties being notified, sign &/or paper required) – BSOs will complete ☐ Online Submission Form Only (≤ 10 properties being notified – letters were sent on:) – Planners will complete letters with plans attached. BSOs will complete Online Submission Form.			
Advertising:	Shed			
Duration:	☒ 14 days ☐ 21 days ☐ Other: _____ ADVERTISING CLOSING DATE: _____ Note: a variation to the <i>Public Advertising & Referral Guidance Note</i> requires the consent of the Manager or a Coordinator. Manager/Coordinator Signature: _____			
Landowner Letters:	☒ Yes ☐ No ☐ To all properties within _____ m from the subject property; OR ☒ Refer to <u>Properties to be Notified Map</u> (within this Advertising Package); OR ☐ Adjoining neighbour/s *(If Only 1 Neighbour, Provide Address) _____			
Posted:	☒ Yes ☐ No <u>Properties to be Notified Excel File</u> has been saved in: <u>W:\Pathway Attachments/Statutory Planning/Advertising/Year</u> ☒ Yes ☐ No Insert Proposal Description into Notification Letter ☐ Yes ☒ No Insert <u>R-Code Variation Table into Letter</u>			
Website:	☒ Yes ☐ No To enable the pro forma to be abolished and ensure most submitters use the online submission form, all advertised applications are now required to be advertised on the website with the plans and any other advertised material provided by the officer. ☐ Neighbour/ immediate vicinity consultation: All advertised applications are now required to be advertised on the website and should include the title of the proposal, description of the proposal and proposed plans. No plans should be posted with the notification letter. ☐ Wide-ranging consultation: All advertised applications are now required to be advertised on the website and should include the title of the proposal, description of the proposal and proposed plans. No plans should be posted with the notification letter			
Sign(s) on Site:	☐ Yes ☒ No Note: A map that clearly depicts the location of where the signs should be located on the site should be attached to this request. Business Support will not accept the request if this is not attached. If a sign is to be erected on a Park or Reserve please advise the City's Parks Coordinator - Keith Boase. No. of signs: _____			
Newspaper:	☐ Yes ☒ No ☐ Local Newspaper ☐ West Australian Newspaper: Date Advert Published: _____			
Statement of Fees	☒ Yes ☐ No Date Statement of Fees sent: _____ (not R-Code, rural)			
Interest Groups:	☐ Yes ☒ No (If Yes, refer to the <u>Interest Group</u> page of this Advertising Request document) Date: _____ NOTE: All advertised applications in the Upper Swan District area or adjoining the Upper Swan District area must be referred to Anne Winchester at annw@mibs.com.au from Upper Swan District Ratepayers and Residents Association Inc. (Manager Approved)			
Guildford Interest Groups	☐ Yes ☒ No ☐ National Trust: trust@ntwa.com.au ☐ Guildford Association: ga@guildford.asn.au ☐ Swan-Guildford Historical Society: andrew.minogue@outlook.com ☐ South-West Land & Sea Council: reception1@noongar.org.au ☐ Transition Town Guildford: TTGuildford@gmail.com			
Public Agency Referrals:	☐ Yes ☒ No If Yes, please indicate what Public Agency group emails you require to be sent. ☐ 30 days (Refer to <u>Public Authority Referral Email (30 Days)</u>) ☐ 42 days (Refer to <u>Public Authority Referral Email (42 Days)</u>) Please attach the checked referral forms to the to 42 Day Public Authority email ☐ <u>DFES Referral Form</u> ☐ <u>Department of Water</u> ☐ <u>DWER Referral Form</u> (remember to remove the ticked boxes that do not apply) Please email the below form to the WAPC for their information. ☐ <u>WAPC – Form 5A Notification of advertising of a Structure Plan</u> - to be uploaded to WAPC with all docs that are being advertised (remember to remove the ticked boxes that do not apply)			

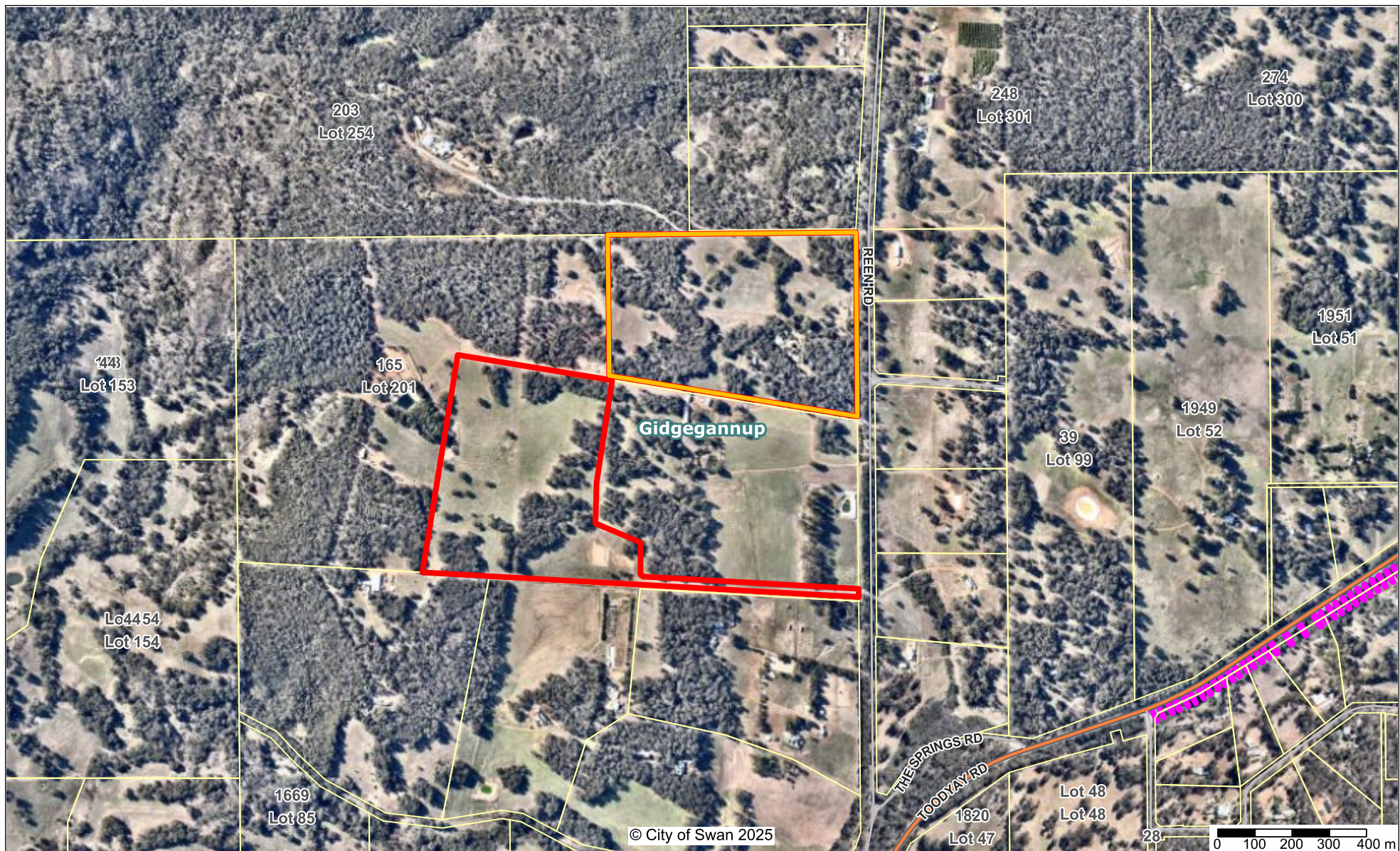
Councillor(s) & Community Engagement	28/06/2024 – Phil advised that we cease referring any advertised planning applications (including structure plans & scheme amendment) to Councillors until further notice.
Customer Service & Statutory Planning Staff:	☐ Yes No Advised Statutory Planning & Customer Service Staff of application being advertised (via email) Date: _____ Note: At the very least, Statutory Planning staff should be advised of an application when it is being advertised by sign, newspaper advertisement or letters to surrounding landowners (not adjoining neighbours)
Business Support use only:	
Advertising: Start date: _____ Finish date: _____ Referrals: Start date: _____ Finish date: _____	

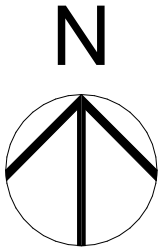
PROPOSAL DESCRIPTION TO BE PUBLISHED

Please provide a detailed description of the proposal to be advertised via the following mediums (Note - the proposal description may be the same for both mediums). Ensure you highlight any particular aspects of the proposal that you are seeking comment on.

Advertising Methods	Description of Proposal
Notification Letter	The City has received a planning application for a rural outbuilding at Lot 3 (No. 151) Reen Road, GIDGEGANNUP. The lot is zoned Rural under the Metropolitan Region Scheme and Landscape under the City's Local Planning Scheme No.17. The proposal consists of the following particulars: • 16mx 9m Colorbond shed • 144m² floor area • 3.6m wall height • 4.81m total height • In Manor Red and Classic Cream This proposal varies Schedule 5 of the City of Swan Local Planning Scheme as the combined area of sheds and other outbuildings on the land exceeds 200m². Prior to the determination of application, the City wishes to formally invite you to provide a submission on this proposal.
Website (wide-ranging consultation)	The City has received a planning application for a rural outbuilding at Lot 3 (No. 151) Reen Road, GIDGEGANNUP. The lot is zoned Rural under the Metropolitan Region Scheme and Landscape under the City's Local Planning Scheme No.17. The proposal consists of the following particulars: • 16mx 9m Colorbond shed • 144m² floor area • 3.6m wall height • 4.81m total height • In Manor Red and Classic Cream This proposal varies Schedule 5 of the City of Swan Local Planning Scheme as the combined area of sheds and other outbuildings on the land exceeds 200m². Prior to the determination of application, the City wishes to formally invite you to provide a submission on this proposal.



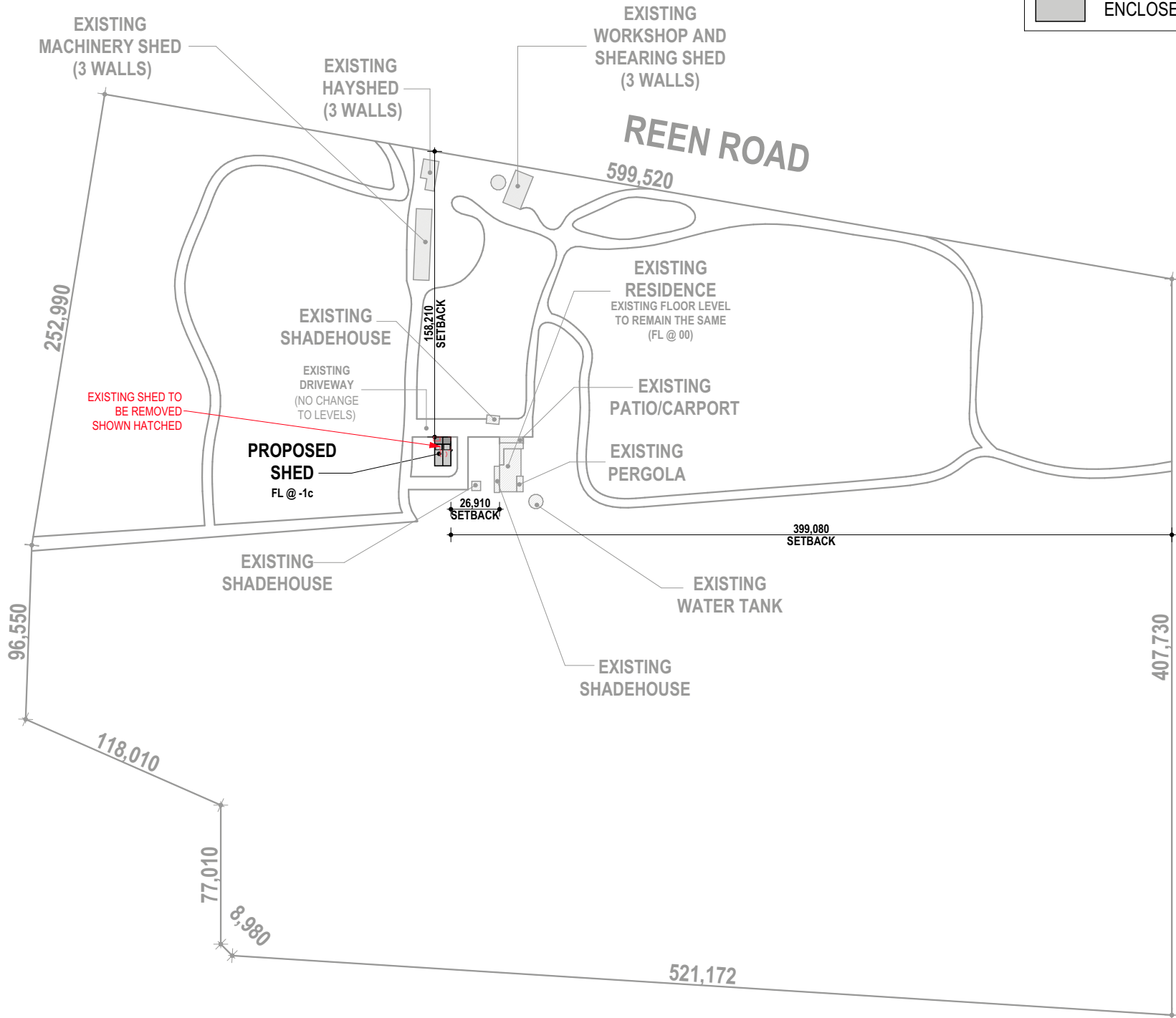




STORMWATER NOTE:
PROPOSED SHED AREA: 144.00m²
REQUIRED CAPACITY :
144.00 x 0.0150 = 2.16m³
STORMWATER DISPOSAL VIA "CLEAR OF BUILDING"

SITE WORKS NOTE:
NIL EARTHWORKS REQUIRED, AS SITE IS ALREADY LEVEL AND FLAT.

TOTAL PROPOSED SHED AREA: 144.00m²
 UNENCLOSED AREA:36.00m²
 ENCLOSED AREA: 108.00m²



SITE PLAN OVERALL
1:3000

© COPYRIGHT

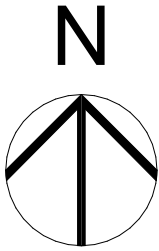
	CLIENT: WAYNE BEST	PROJECT NAME: SHED ADDITION	JOB REF: 9794	REV -	DESCRIPTION READY FOR CLIENT'S REVIEW	DWN PJ	DATE 10.03.2026	DWG REF: A01
	ADDRESS: 151 REEN ROAD GIDGEGANNUP 6083	PAGE: SITE PLAN OVERALL	DRAWN PJ	A	AMENDMENTS	PJ	11.03.2026	REV: A
			DATE DRAWN: 10.03.2026					SCALE: AS NOTED AT A3
			CHECKED: KC					

NOTE! DO NOT SCALE THIS DRAWING. IT IS THE BUILDER'S EXPRESS RESPONSIBILITY TO CHECK ALL SITE DIMENSIONS PRIOR TO FABRICATION OR COMMENCEMENT OF ANY WORK. ANY FORM OF REPRODUCTION OF THIS DRAWING IN FULL OR IN PART WITHOUT WRITTEN PERMISSION OF THE DESIGNER CONSTITUTES AN INFRINGEMENT OF COPYRIGHT.

NOTE! THE BUILDER/ CONTRACTOR IS TO ENSURE THAT THE SUPPORTING ELEMENTS TO WHICH THE PROPOSED STRUCTURE IS ATTACHING ARE STRUCTURALLY ADEQUATE, OR ADEQUATELY REINFORCED, TO WITHSTAND THE ADDITIONAL LOADS IMPOSED.

NOTE! ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL ENGINEERS DETAILS, ALL RELEVANT AUSTRALIAN STANDARDS & THE BUILDING CODE OF AUSTRALIA

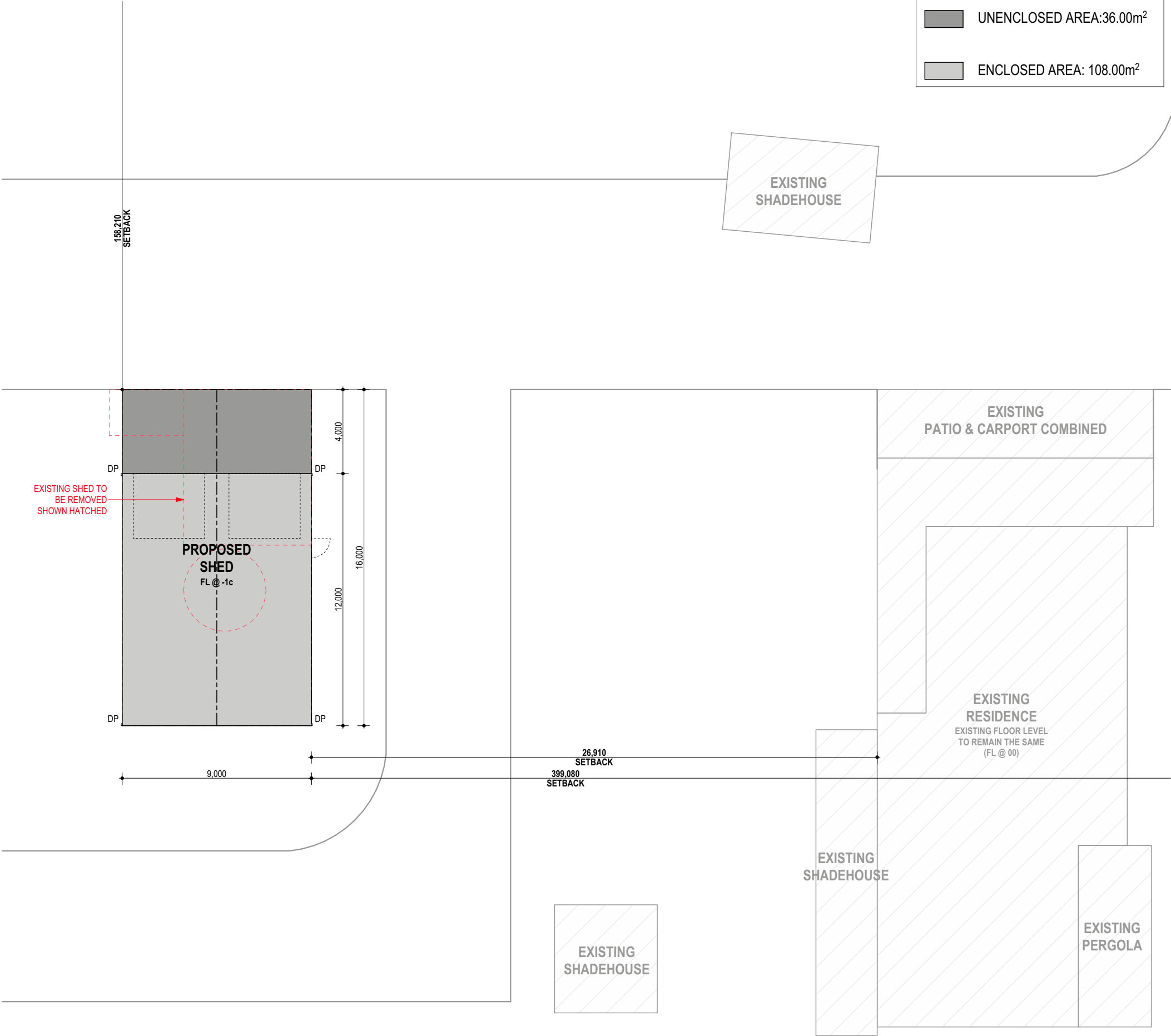
NOTE! ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE NATIONAL CONSTRUCTION CODE (NCC) 2022.



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SITE PLAN
1:200

© COPYRIGHT

	CLIENT: WAYNE BEST	PROJECT NAME: SHED ADDITION	JOB REF: 9794	REV -	DESCRIPTION READY FOR CLIENT'S REVIEW	DWN PJ	DATE 10.03.2026	DWG REF: A02
	ADDRESS: 151 REEN ROAD GIDGEGANNUP 6083	PAGE: SITE PLAN	DRAWN PJ	A	AMENDMENTS	PJ	11.03.2026	REV: A
			DATE DRAWN: 10.03.2026					SCALE: AS NOTED AT A3
			CHECKED: KC					

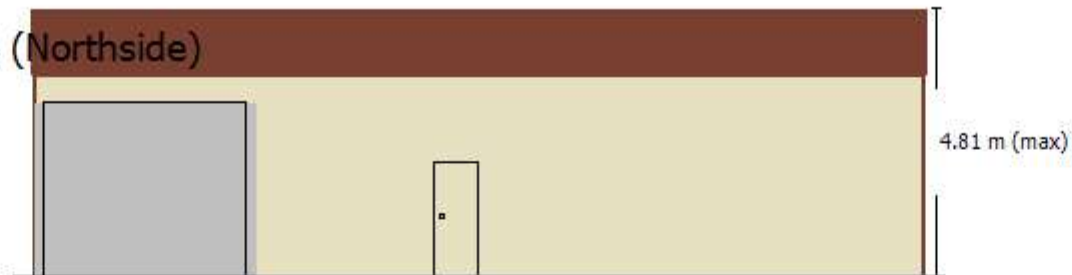
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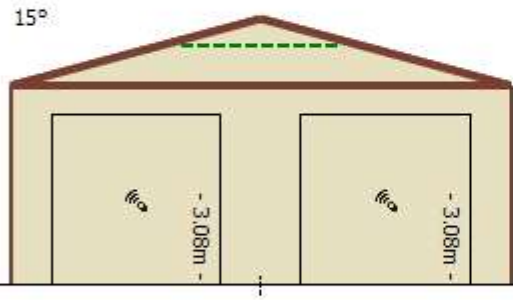
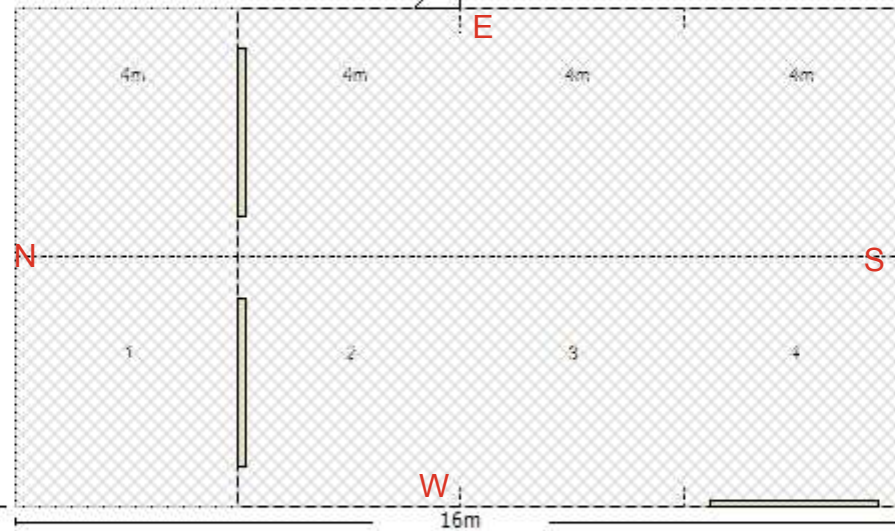
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Building For:
Wayne Best
151 Reen Road Gidgegannup
Job Number: 104403
Produced by:
Fair Dinkum Builds Western Sheds (Northside)
Phone: 08 9417 8880

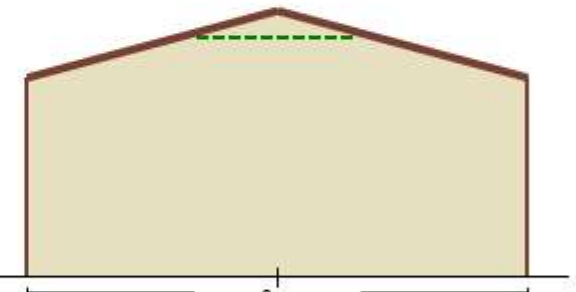


(Mirror View)

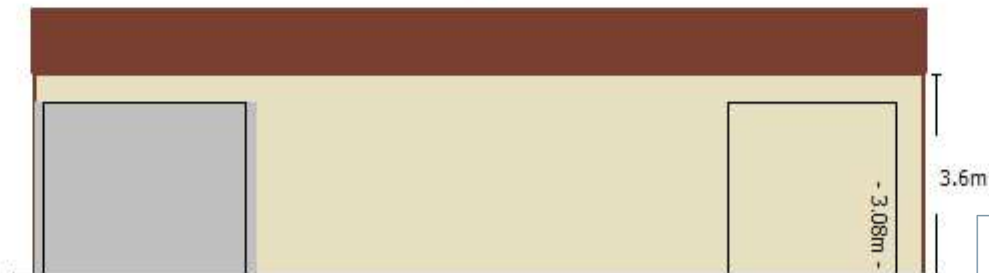


Left End

THIS END FACES NORTH



Right End



Side

NGL: No change to NGL

FFL@ -1c

Colours for Proposed Structure

Roofing: Manor Red

Walling: Classic Cream