

## Applications for a Second Residence PLN Information Sheet No. 4

### What criteria must I meet to apply for a Second Residence?

To be considered for a second residence, the property must meet and the applicant must address the following criteria:

- The property in question must have a **General Rural** zoning under the City's Town Planning Scheme No. 4
- The subject lot must be eight hectares (**8ha**) or greater in size, *'provided it can be demonstrated to the satisfaction of the City that the additional accommodation is required for the continued operation of an existing productive rural use of the property'*.
- The second residence must be for the purpose of **farm management** only.

### When is an Application necessary?

A Planning Application is necessary in any instance concerning a second residence.

**A Building Licence will also be required and you should therefore check with the Building Services Department as to the necessary requirements prior to commencing any works.**

A Planning Application and Building Licence Application may be submitted simultaneously, but a Planning Approval must be issued prior to the issue of a Building Licence.

### What should an Application consist of?

In order to reach an informed decision regarding any application, the following information and details must be submitted:

- A completed application form (Schedule 6 – Form of Application for Planning Approval) signed by ALL owners of the land. Forms are available from the City's offices or the City's website.
- A non-redeemable fee to cover investigation, inspection and processing costs. Refer to the Schedule of Fees and Charges for further information, available from the City's offices or the City's website.
- Four (4) copies of site, floor and elevation plans to a metric scale of not less than 1:500. The site plan is to show:
  1. The position of all structures (existing and proposed) on the entire site, with dimensions and areas;
  2. The location, dimensions and layout for all existing car parking areas, accessways, crossovers, and loading / unloading areas (including the extent of the sealed areas and stormwater drainage);
  3. Extent of landscaped areas with the position and type of existing and proposed vegetation and the method of irrigation;
  4. Existing and proposed contours, embankments and retaining walls;
  5. Location of any existing and/or proposed on site effluent disposal facilities;
  6. Setback distances and road widening; and
  7. Details relating to external finishes and colours.

NB: Additional information may be required for some areas.

### **What is the Assessment Process?**

When an application is lodged, the City's Planning Services staff will assess the information provided by the applicant and determine whether it requires public advertising. If the application must be advertised, then generally 14 -21 days would be allocated for submissions to be received.

Depending on whether the application meets the criteria of City's Town Planning Scheme, the application may be determined under delegated authority by officers. If variations are proposed to these standards Council may need to determine the application.

The timing of applications can vary depending upon workload, process and Council meeting times. The Town Planning Scheme places a statutory time frame of 60 days on development applications (or 90 days where an application must be advertised for public comment).

In considering an application, staff members and Council must have due regard for the following:

- Compliance with the relevant provisions of the Town Planning Scheme;
- Any planning policy, strategy or plan adopted by the Council;
- Appropriate use of the property in relation to its zoning;
- The potential for detrimental or adverse impact upon occupants of adjoining properties;
- Any relevant submissions received regarding the application;
- Requirements of orderly and proper planning;
- Preservation of the amenity of the locality;
- Effluent disposal issues;
- Preservation of any object or place of heritage significance; and,
- Any other matters that are considered relevant.

Referral to other agencies for their comments may also be made, such as Government agencies responsible for the environment, water resources and transport.

### **Determination of Applications**

In determining an application for development approval, the Council may:

- Grant approval with or without conditions as it deems necessary to the development; or
- Refuse to grant its approval giving its reasons for refusal.

Where Council grants approval for a development, that approval shall remain valid for two years from the date of the approval. If the development is not substantially commenced within that time, the approval shall lapse and have no further effect.

Occasionally, an application may require referral to the Western Australian Planning Commission for determination. However this does not normally occur and should it be necessary the applicant will be notified accordingly.

### **Further Information**

For further information contact the City's Planning Services Department on (08) 9399 0111 or by email: [\*\*info@armadale.wa.gov.au\*\*](mailto:info@armadale.wa.gov.au)

Visit the City's website at [\*\*http://www.armadale.wa.gov.au\*\*](http://www.armadale.wa.gov.au) for the Schedule of Fees, Application Form and Town Planning Scheme No. 4, located under the Planning section.

**Please Note:** The information contained within this brochure is intended as a guide only. It is recommended that the advice and assistance of Council's Planning Services staff be sought prior to lodgement of a development application. The City of Armadale disclaims any liability for any damages sustained by a person acting on the basis of this information.