

Lodgement and Assessment Process for Planning Applications

PLN Information Sheet No. 9

Lodging a Planning Application

In most cases a new building development or change in land use requires an *Application for Planning Approval*. Other approvals administered by the City's Planning Services include home occupations; commercial vehicle parking permits; development envelopes and signs. Applicants are advised to liaise with the City's Planning Services to determine if an application is required.

Lodgement of a development application requires:

- Completed application form (Schedule 6 – Form of Application for Planning Approval) signed by all owners of the land;
- A non-refundable fee as per the Schedule of Fees and Charges;
- Completion of the City's development application checklist of planning application submission requirements.

Additional information may be required at the City's discretion.

Change of Use

A change of use may include:

- Introducing a new use to an existing building or site; or
- Changes to the existing use areas within a building or site.

A planning application is required for most change of land uses, unless the use is permitted within the zone, complies with the Town Planning Scheme No. 4 provisions, and does not involve the carrying out of any building or other works. Notwithstanding this advice, you should liaise with the City's Planning Services to determine if approval is required.

Detailed plans are required to be submitted as part of the change of use application, even where no development or changes to buildings are proposed. The applicant must submit a detailed site plan, and show the different areas and land uses on floor plans for the building. This may also include details of car parking bays, loading areas, toilet facilities, disabled access and bin storage. Refer to the *Development Application Checklist* on the City's website for a comprehensive list of requirements.

Assessment Process

When an application is lodged, the City's Planning Services 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 the City's Town Planning Scheme No. 4, 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, the City 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 City or 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 approval is granted 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.

In certain circumstances, an application may require referral to the Western Australian Planning Commission or the Development Assessment Panel for determination.

Development Assessment Panels

The City of Armadale is included in the Metropolitan East Joint Development Assessment Panel. Each Development Assessment Panel determines development applications that meet set type and value thresholds as if it were the responsible authority under the relevant Town Planning Scheme.

A DAP application becomes mandatory once it exceeds the \$7 million development cost threshold. Once it reaches this threshold, the application cannot be determined by a local government or the Western Australian Planning Commission (WAPC).

Under DAP regulations, development applications relating to the following classes of development are "excluded development applications". These applications will not be able to be determined by a DAP:

- Construction of a single house
- Construction of less than 10 grouped dwellings or multiple dwellings
- Construction of carports, shade sails, outbuildings or sheds
- Development in an improvement scheme area
- Development by a local government or the WAPC.

All DAP applications will still be lodged with the local government and assessed by the local government and/or the WAPC. Following assessment, a report from the responsible authority will be forwarded to DAP members, via the DAP secretariat, with recommendations for consideration when determining the application at a DAP meeting.

More information can be obtained from the following:

1. The City's Town Planning Scheme No.4:
http://www.armadale.wa.gov.au/services_and_facilities/planning/town_planning_scheme_no4/
2. The City of Armadale's Online Mapping System:
http://www.armadale.wa.gov.au/services_and_facilities/online_mapping/
3. The City of Armadale's Schedule of Fees and Charges:
http://www.armadale.wa.gov.au/Home/Services_and_Facilities/Planning
4. The City of Armadale's Development Application Checklist:
http://www.armadale.wa.gov.au/Home/Services_and_Facilities/Planning
5. Western Australia's Development Assessment Panels website:
<http://daps.planning.wa.gov.au/default.asp>

For further information please contact the City of Armadale by telephoning (08) 9399 0111 or emailing info@armadale.wa.gov.au.

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.