

Summary of the Development Application Process

What is a Development Application and why do I need one?

A Development Application (DA) is an application made to the City seeking consent to carry out development including construction, change of use of a property or premises, display of signage, or making alterations or additions to a property. The DA is required so that the City can assess the likely impacts of the proposal and ensure that:

- The proposal is a permissible and appropriate use of the site according to its zoning;
- The proposal complies with the provisions of the Residential Design Codes, the City of Kalamunda Local Planning Scheme No.3, and any other relevant planning controls for the site;
- To consider any environmental impacts upon the locality; and
- To consider any impact upon the amenity of adjacent and neighbouring properties.

Proposals that comply with all aspects of the requisite legislation will generally not require a DA. Should you be uncertain about whether your application will require a DA you are welcome to contact the City's Approval Services for clarification.

What Information do I need to submit a Development Application?

The requirements for a DA are set out in the City's 'Development Application Checklist' information sheet (Available on the City's website or at the Administration Offices). Submission of a DA must be accompanied with the relevant application form and fees. A schedule of current planning fees and charges can be obtained from the City's website and are calculated on a scale based on the total cost of the development.

Before formally submitting the DA, it is advised that you contact the City's Approval Services to discuss your application and ensure that you have the requisite documents. Please note that the City will not accept incomplete applications.

What happens after I lodge my application?

Most DAs will follow similar steps during the assessment process, so this guide applies to the majority of applications. Please note that this is an indicative guide only, these steps do not necessarily occur one after the other and assessment processes can vary depending on the type and complexity of the development application.

Development Control Unit (DCU) Meeting

The DA will be tabled at an internal DCU meeting, generally comprised of members of the City's Planning, Building, Environment, Environmental Health, and Engineering Service Areas. A preliminary assessment of the DA is undertaken to determine if the application will be referred out for external or internal technical advice, and if neighbour or community consultation is required. The application is then assigned to a Planning Officer.

Referrals

Many applications will require technical advice from specialist Service Areas within the City. If this is the case the application will be referred to the relevant department for comment. Comments provided are included as part of the overall assessment of the application. The application may also be referred to an external public authority or professional body for assessment and comment (E.g. Main Roads Western Australia, Department of Water, Department of Housing, Department of Fire and Emergency Services). Please note that referrals to internal departments may take up to three (3) weeks to be completed, while external departments may take 30 to 60 days to provide comment.

In some instances, applications will be required to be referred to the Department of Planning for assessment and approval. In these instances, applicants will not be able to apply for a building permit until such a time that a secondary determination has been received from the Department of Planning, Lands and Heritage.

Notification and Submissions

If it is determined that an application is required to be referred to adjoining landowners/occupiers or the wider community, it will be done so in accordance with the requirements of the City's Local Planning Policy 11 - P-DEV 45 – Public Notification of Planning Proposals. During this period members of the community are entitled to make submissions about a proposed development. Copies of the application (including plans) will be made available for viewing at the Administration Office.

If an application is amended before determination is made the changes may require readvertising.

Officer Assessment

Once all public notification and referral periods have concluded the assessing officer will be able to finalise their assessment of the proposal. The officer will review all supporting documentation, consider any statutory requirements and compliance with relevant planning controls, review submissions received, and complete an assessment report. During this time period the applicant will be advised of any issues and may be requested to consider making amendments to the DA.

Determination

The DA may be determined under delegated authority or, depending on the nature of the application, the submissions received and/or variations to the City's Policies, forwarded to Council for determination.

If the application is forwarded to Council for determination a report will be put forward for consideration by Development Services to Council (sits on the fourth Monday of each month), along with a recommendation that is to be considered.

Applicants will be advised in the event that an application is going to a Committee/Council meeting for determination. Applicants will also be advised in writing of the determination of their application. If the application is granted approval the applicant will be sent a copy of the Notice of Determination including conditions of consent and stamped approved plans. Should your application be refused a notice will be issued advising of the grounds for refusal.

What if I am unhappy with Councils Determination?

Applicants who are not satisfied with the determination of a DA can apply to the State Administrative Tribunal and seek a review of the application (appeal). Any appeal must be made within 28 days of any determination made by the City (the commencement of the 28 days being from the date of any formal correspondence from the City advising determination).

What happens after DA approval is granted?

Once approval has been granted the applicant may be required to apply for and receive relevant building approvals before the works or use can commence. Furthermore, any conditions of development approval must be addressed to the satisfaction of the City.

What if I want to change my approved plans?

An applicant may make an application to amend, cancel, or extend the approval period for an existing development approval. The process will follow the same process as outlined above.

Should you have any queries please contact the City's Approval services on 9257 9999