



Council Policy

Processing Planning Applications

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Adoption Date: 21 July 2009
Adoption Reference: Item 16.2.1
Review Date: 21 June 2010
Maintained By: Graeme Bride
Document Reference: NP099015

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Objective

The purpose of this policy is to provide guidance to the development industry, public and staff charged with processing development applications.

The primary objectives of the Policy are:

- To ensure sufficient information is lodged to facilitate an informed decision;
- To promote a transparent planning process; that the community and the development industry can have confidence in; and
- To facilitate industry, community and regulator engagement.

Scope

The policy applies to all applications for planning scheme consent lodged with the City.

Policy Statement

All applications for Planning Scheme Consent received by the City of Albany are to be classified in accordance with appendix B (Decision Making Matrix), and processed in accordance with Table A (Application Level and Requirements) and decided upon in accordance with appendix A (Decision Mechanism).

Legislative Context

The Planning and Development Act 2005;
Town Planning Scheme No. 1A and 3.

Review and Position Date

Executive Director Development Services to review on or before 30 June 2010.

TABLE A – APPLICATION LEVEL AND REQUIREMENTS

Level Application	Advertising (where required under Scheme)	Referral	Legislation	Detail Supplied	Processing Times
1	<ul style="list-style-type: none"> • Sign on-site • Immediate Neighbours • Newspaper Advertising 	<ul style="list-style-type: none"> • Neighbours Only[^] 	<ul style="list-style-type: none"> • Single Policy Issue 	<ul style="list-style-type: none"> • Plans • Justification Report • Neighbours Comments 	10 Working Days*
2	<ul style="list-style-type: none"> • Sign on-site • Newspaper advertising • Neighbourhood+ • Post Consultation Inspection • Pamphlet distributed 	<ul style="list-style-type: none"> • Neighbourhood+ • Ward Councillors (copy plans) • Councillors Weekly Update 	<ul style="list-style-type: none"> • Scheme Compliance • Council Policy Compliance • State Policy Compliance 	<ul style="list-style-type: none"> • Plans • Justification Report • Images (elevations) 	30 Working Days*
3	<ul style="list-style-type: none"> • Consultation Pamphlet Distributed • Photomontage / or Image Provided • Letter to Locality# • Pre-assessment Councillor Inspection • Post Advertising Community Inspection • Sign(s) on site • Newspaper Advertising • Press Release (for major projects) • Developer Contact No. 	<ul style="list-style-type: none"> • Community (Locality)# • All Councillors (copy plans) • Technical Input • Reports (independent) on Technical Information • Councillors to advise on issues requiring attention 	<ul style="list-style-type: none"> • Scheme Compliance • Council Policy Compliance • State Policies Considered • Procedural Fairness • Legal Capacity to Make Decisions Determined • State Agency Guidelines Identified 	<ul style="list-style-type: none"> • Plans • Constraints Map • Agency Consultation • Sub-Consultants Reports • Images • Justification/Audit Against All Planning Instruments • Contact Details (Liaison Officer) 	90 Working Days*

* Where application is lodged complete.

[^] Except if proposal is an application under R-Codes (then referral to neighbours as per the definition within the R-Codes), notification to be sent to 3 properties either side of subject land on same side of street, 3 properties opposite and 3 properties behind.

+ Shall generally mean the street block the application is within, however the full extent of those to be consulted shall be at the discretion of assessing officer.

Shall generally mean the locality (suburb) the application is within, however the full extent of those to be consulted shall be at discretion of assessing officer.

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APPENDIX 'A' – DECISION MECHANISM

(a) **SIMPLE APPLICATION**

The application will be determined by an officer within the Development Services Team following receipt of comment from an adjoining landowner. Councillors will receive a weekly register of the applications determined.

(b) **LARGER PROJECTS**

The application will be determined by either the Manager or Executive Director within the Development Services Team after landowners in the locality, plus the ward Councillors, have been consulted and the concerns raised have been “adequately addressed” *.

(c) **COMPLEX PROJECTS**

The application will be determined by Council after the community and all Councillors have been consulted, Councillors have had the opportunity to inspect the site and provided advice on areas of concern and the City has obtained an independent report on any technical information supplied by the applicant or his/her sub-consultants.

* “Adequately addressed” requires:

Where an application is advertised pursuant to the Town Planning Scheme and:-

- (a) No submissions were received or Councillor comment provided, the application is to be determined on it's merits.
- (b) Submissions objecting to the proposal or Councillor comments were lodged, but with non-substantive arguments against the proposal, then a planning officer shall liaise with the person(s) who lodged the submission prior to determining the application. The Executive Director Development Services shall determine if it warrants Council's consideration.
- (c) Submissions were lodged with substantive arguments against the proposal then the EDDS may refuse the application or refer the application to Council for determination.

APPENDIX 'B' – DECISION MAKING MATRIX

Application Type	Req.	Mech.	Application Type	Req.	Mech.
RESIDENTIAL					
Single House (R-Codes)	1	A	Veterinary Clinic	1	B
Home Occupation	1	A	Veterinary Hospital	2	B
Relocated Dwelling	1	A	Funeral Parlour	2	B
Family Day Care	1	A	Public Utility	1	A
Institutional Home	1	B	Public Amusement	1	B
Grouped Dwellings (<10 units)	1	A	Cemetery	3	C
Grouped Dwellings (10 - 25 units)	2	B	Garden Centre	2	B
Grouped Dwellings (>25 units)	2	C			
Aged Persons Dwellings (<20 units)	1	A	RURAL		
Aged Persons Dwellings (>20 units)	1	B	Chalets	1	B
Multiple Dwellings (2 storeys)	1	A	Caravan Park	3	C
Multiple Dwellings (> 2 storeys)	2	B	Kennels (<10 kennels)	2	B
			Kennels (>10 kennels)	2	C
Home Business	2	B	Silviculture	1	A
Aged Persons Village	2	B	Stockyards	2	B
Residential Building (<10 rooms)	1	B	Horticulture	1	B
Residential Building (>10 rooms)	2	B			
Institutional Building (<10 rooms)	2	B	Winery	2	B
Institutional Building (>10 rooms)	3	B			
Nursing Home	2	B	Rural Industry	2	B
COMMERCIAL / CULTURAL			INDUSTRIAL		
Consulting Rooms	2	B	Fuel Depot	2	C
Bulky Goods Outlet	1	B	Light Industry	1	A
Cinema	2	B	General Industry	2	B
Fast Food Outlet	2	B	Noxious Industry	3	C
Holiday Accommodation (<10 units)	1	A	Service Industry	1	A
Holiday Accommodation (10 – 25 units)	2	B			
Holiday Accommodation (>25 units)	3	C			
Hotel	3	C	Extractive Industry (Hard Rock)	3	C
			Extractive Industry (Other)	2	B
Office (<300m ² NLA)	1	B	Vehicle Repair Station	1	B
Office (>300m ² NLA)	2	B			
Liquor Store	2	B	Junk Yard	2	C
Motel	3	C	Transport Depot	1	B
Night Club	3	C			
Restaurant	2	B	EXCEPTIONS:		
Service Station	2	B	• Expansion or upgrading of existing land uses within confine of current lot (notwithstanding above requirement).	1	A
Shop (<300m ² NLA)	1	B	• Where prescribed maximum number units/rooms places application into alternate decision making category.	2	B
Shop (>300m ² NLA)	2	B	• Use not Listed and declared as prohibited land use.	-	A
Tavern	3	C	• Use not Listed and declared discretionary land use.	2	B
Vehicle Sales/Hire	1	A	• Applications that are inconsistent with Council Policy.	2	C
Education Establishment (<30 students)	1	B			
Education Establishment (>30 students)	2	C			
House of Worship (<30 seats)	2	B			
House of Worship (>30 seats)	3	C			
Day Care Centre	2	B			
Private Recreation	2	B			
Club Premises	2	B			
Hospital (<18 beds)	2	B			
Hospital (>18 beds)	3	C			
Medical Clinic	2	B			
Museum	2	B			
Restricted Premises	3	C			

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APPLICATION FLOW CHART

