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Synergy Reference No: NIS06582

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## **MINIMUM REQUIREMENTS FOR AMENDMENT DOCUMENTS**

**The following provides information on the expected content and format of Amendment Documents for the City of Albany.**

The aim of this is to establish, and then maintain, a standard of Amendment Document that reflect well on both the consultant and Council. It is anticipated that a Scheme Amendment Request has been prepared and supported by Council prior to the lodgement of these documents. When preparing an Amendment Document the following points should be kept in mind:

- Amendment documents, although often prepared by consultants on the behalf of landowners, are Council documents and therefore must be to Council's satisfaction (as determined by the Council Officer);
- It is the proponent's responsibility to justify an Amendment. The report should substantiate the change (land suitability, land capability and demonstrated need); and
- Any modification requested by Council or the WAPC are to be effected to Council's satisfaction (as determined by the Council officer).

**The following outlines the standard requirements for Amendment documents:**

### **Standard Outline:**

#### **Cover Page**

- Name of Town Planning Scheme and Amendment No.
- Should include a photo of the site

#### **Contents Page** *(Including page numbers)*

#### **Resolution Page** *(As required by Regulation)*

#### **Proposal Page**

#### **Title Page**

#### **Introduction**

- Identify the site and existing uses
- Outline the proposal
- Should include a location plan/photo

### **Strategic Background**

- State strategies and relevant policies
- Council strategies and relevant policies
- 5AA policies affecting the proposal
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### **Planning**

- Justification for proposal
- Surrounding land uses/potential land use conflicts
  - Zoning solution proposed
  - Land suitability analysis
  - Land capability analysis in accordance with Department of Agriculture criteria
  - Recent development approvals/applications
  - Movement networks (vehicular and pedestrian)
  - Safety and Access
  - Landscape and visual impact
  - Topography
  - Site History
  - Cultural Significance (Aboriginal, Environmental, European, Maritime)
  - Design/Planning response to constraints

### **Services and Infrastructure**

- Roads
- Power
- Water
- Effluent disposal
- Fire
- Telecommunications
- Community facilities
- Public Open Space

### **Amendment Proposal**

- Application throughout Scheme (i.e. beyond the subject site)
- Relationship to existing zones/Scheme provision (identify existing clauses that resolve site constraints/planning issues)
- All issues raised by Council or other agencies are to be addressed

### **Conclusion**

- Summary of Proposal
- Summary of Justification

**Resolution Pages** (*As required by Regulation*)

**Zoning Maps** (*As required by Regulation*)

The above is considered the minimum standard for Amendment Documentation. It should be noted that where consideration has been given to a Scheme Amendment Request, Council may require that a supplementary list of information be supplied.

## **Other Requirements**

The Amendment Documents are Council documents and this is to be reflected in the grammar, accuracy, tone, information and statements contained within the report.

A draft of the document is to be submitted to Council to enable preliminary comments to be made on its content and format prior to the lodgement of the formal documents. This preliminary advice is without prejudice and reflects the views of the officer only. A formal decision can only be made by Council.

Where significant modifications are required, Council will only provide broad comment and will request the applicant modify the document and further draft be submitted. It is not the role of Council or its officers to write the report when a consultant is working on behalf of a client.

## **General Comments on Amendment Documents**

It is up to the proponent (often a consultant) preparing the document to address each of the above issues. This may be in the suggested form or an alternative format can be used that is more suitable to a specific proposal (although such a format should still cover the required content).

An electronic copy (in Word format) and Four (4) hard copies of the Amendment Documents are to be submitted to Council for initiation. All fees are to be paid prior to the Amendment being put to Council for initiation.

The document will be referred to a range of government agencies concurrently with it being placed on public advertising. The document is to, in so far as it is possible, provide all the relevant information on the proposal, it is to provide a logical understanding of the issues facing the site and the remedies being offered. It is important to ensure that this information is included, as it will provide a clear nexus between the opportunities and constraints for the proposal and the planning solution to the public.

This process is expected to reduce the time taken to complete an amendment, by reducing the need to do superfluous work, rework existing documents and by ensuring information required by the public is available during the consultation process.

## **More Information ....**

Should you have any questions or require any further information, please contact a member of the Development Services Team by either phoning on 9841 9383, by email [planning@albany.wa.gov.au](mailto:planning@albany.wa.gov.au) or in person at the City Offices.

### **\*\* DISCLAIMER \*\***

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

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