

# Planning Consultation Local Planning Policy

## Local Planning Policy

### Responsible Directorate: Planning and Community Development

**Objective:** To state the City of Joondalup's commitment to effective, transparent and accessible community consultation on planning proposals to inform decision-making.

#### 1. Authority:

This policy has been prepared in accordance with Schedule 2, Part 2 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme Area.

#### 2. Application:

This policy applies to all community consultation activities in the City of Joondalup related to planning proposals.

#### 3. Definitions:

**“community consultation”** means any activity which seeks feedback from community members to inform decision-making.

**“planning proposal”** means an application for consideration against the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* or *Local Planning Scheme No 3*.

**“R-Codes”** means [State Planning Policy 7.3 Residential Design Codes Volumes 1 and 2](#).

#### 4. Statement:

The City of Joondalup is responsible for processing planning proposals within legislative timeframes and must balance this responsibility with the community's desire to have input into the assessment outcome. Community consultation forms part of the City's assessment against the planning framework, and informs, but does not replace, the decision-making role of the relevant legislative body (e.g. City, Council, Development Assessment Panel, State Administrative Tribunal, and/or State Government authority).

The City will consult with the community whenever it is required to do so under legislation and in accordance with Tables 1–3.

## **5. Details:**

### **5.1. Principles of Community Consultation:**

To ensure the City’s community consultation practices for planning proposals are effective, transparent and accessible, the following principles will apply, unless bound otherwise by statutory and legislative requirements (see Tables 1–3).

#### **5.1.1. Stakeholders:**

The City will identify stakeholders for consultation activities based on the following:

- The requirements of the R-Codes in relation to consultation requirements
- Scale and scope of the planning proposal.
- Location and proximity to the property in question.
- Potential impact of the planning proposal on local amenity, such as vehicle movements, streetscapes and landscaping, amongst others.

#### **5.1.2. Methodology:**

- a. The City will ensure consultation activities are communicated to stakeholders in accordance with the communication methods listed in Tables 1–3.
- b. Unless stated otherwise, the City will only accept feedback on planning proposals in writing, either electronically or in hard-copy.

#### **5.1.3. Timing and Duration:**

- a. The timing of consultation activities may be prescribed under legislation depending on the type of planning proposal. Where the timing is set to occur over the Easter or Christmas public holidays, the City will extend the duration of the consultation by seven days, where legislative timeframes can still be met.
- b. The City will ensure that the duration of consultation activities is planned in accordance with those listed in Tables 1–3.

#### **5.1.4. Supporting and Technical Material:**

The City will ensure appropriate supporting and technical material is made available to consultation participants for the duration of the consultation period to support understanding of the planning proposal.

### 5.1.5. Consultation Outcomes:

- a. The City will make a summary of the consultation outcomes available to the applicant of a planning proposal on request.
- b. The City will ensure consultation participants can register their details and 'opt-in' to receive information about the progress of a planning proposal. Information may be provided on the following, as relevant:
  - Dates of Council Meetings and meetings of the Joint Development Assessment Panel.
  - Initiation of State Administrative Tribunal applications.
  - Any additional community consultation required.
  - Final outcome/decision.

### 5.2. Costs associated with consultation:

In accordance with the *Planning and Development Regulations 2009*, the costs and expenses related to advertising and consultation procedures required in relation to an application are payable by the applicant in addition to the fee for the provision of the service. These costs are included in the City's *Schedule of Fees and Charges*.

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<b>Creation Date:</b>	<mmmm yyyy (adopted by Council)>
<b>Amendments:</b>	<report ref. (if amendments have been made — not just review)>
<b>Related Documentation:</b>	<ul style="list-style-type: none"><li>• <i>Child Care Premises Local Planning Policy</i></li><li>• <i>Community Consultation Policy</i></li><li>• <i>Consulting Rooms Local Planning Policy</i></li><li>• <i>Elections Caretaker Policy</i></li><li>• <i>Home-Based Business Local Planning Policy</i></li><li>• <i>Non-residential Development in the Residential Zone Local Planning Policy</i></li><li>• <i>Satellite Dishes, Aerials, and Radio Equipment Policy</i></li><li>• <i>Short-Term Accommodation Local Planning Policy</i></li><li>• <i>Telecommunications Infrastructure Local Planning Policy</i></li><li>• <i>Land Administration Act 1997</i></li><li>• <i>Local Government Act 1995</i></li><li>• <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></li><li>• <i>Planning and Development Regulations 2009</i></li><li>• <i>Local Planning Scheme No. 3</i></li></ul>

- *State Planning Policy 7.3 Residential Design Codes Volume 1 and Volume 2*

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**Table 1. Consultation Requirements — Residential Development Applications**

Residential Development Application Type	Duration	Communication methods				
		Stakeholder Notification Letters	City Website	City/Libraries Noticeboard	On-Site Signage	Local Newspaper Advert
<p><b>New single house or additions to an existing/approved single house where an R-Codes Design Principle assessment, or equivalent under a structure plan or local development plan is required, for following R-Codes provisions:<sup>1, 2</sup></b></p> <ul style="list-style-type: none"> <li>• 5.1.6 — Building height</li> <li>• 5.4.1 — Visual privacy (overlooking)</li> <li>• 5.4.2 — Solar access for adjoining sites (overshadowing)</li> </ul>	14 days	Yes	No	No	No	No
<p><b>New grouped dwellings (less than five) or additions to an existing/approved grouped dwelling where an R-Codes Design Principle assessment, or equivalent under a structure plan or local development plan is required, for the following R-Codes provisions<sup>2</sup>:</b></p> <ul style="list-style-type: none"> <li>• 5.1.6 — Building height</li> <li>• 5.4.1 — Visual privacy (overlooking)</li> <li>• 5.4.2 — Solar access for adjoining sites (overshadowing)</li> </ul>	14 days	Yes	No	No	No	No
<p><b>Multiple dwellings (new and major additions<sup>3,4</sup>), grouped dwellings (five or more) (new and major additions<sup>3</sup>)</b></p>	14 days	Yes	Yes	No	Yes	No

**Notes referenced in Table 1:**

1. Single house proposals (including additions to an existing house) that comply with the deemed-to-comply provisions of the R-Codes and any other applicable local planning policy, do not require planning approval (and therefore do not require consultation).
2. Proposals that require a Design Principle assessment in accordance with the R-Codes (or equivalent under a structure plan or local development plan) for other provisions not outlined may be advertised to adjoining owners and occupiers if the proposal has a possible impact on the amenity of the street or adjoining properties, as determined by the City.
3. “Major additions” include proposals such as additional storeys and significant increases to the overall building footprint and similar.
4. Minor additions or modifications to existing/approved multiple dwellings, where an Element Objective assessment or equivalent is required in accordance with the R-Codes, may be advertised to adjoining owners and occupiers if the proposal has a possible impact on the amenity of the street or adjoining properties, as determined by the City.

**General notes:**

1. Minor additions include outbuildings, patios, carports, small building extensions and similar.

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**Table 2. Consultation Requirements — Other Development Applications**

Other Development Application Type	Duration	Communication methods				
		Stakeholder Notification Letters	City Website	City/Libraries Noticeboard	On-Site Signage	Local Newspaper Advert
Home occupation and home business <sup>1</sup>	14 days	Yes	No	No	No	No
Child care centre — new or expansion in capacity	14 days	Yes	Yes	No	Yes	No
Consulting rooms — new or expansion in capacity (applies to the 'Residential' zone and 'Urban Development' zone where the structure plan applies the 'Residential' zone)	14 days	Yes	Yes	No	No	No
Short-term accommodation — new or intensified use (applies to the 'Residential' zone)	14 days	Yes	Yes	No	No	No
Non-residential development in the 'Residential' zone — new or intensified use	14 days	Yes	Yes	No	No	No
Telecommunications infrastructure	21 days	Yes — landowners/ occupiers within 400 m of site	Yes	No	No	No
Satellite dishes, aerials and radio equipment	14 days	Yes	No	No	No	No
Change of land use 'P' use where all development standards are met	Not required					
Change of land use to 'D' uses where all development standards met <sup>2</sup>	14 days	Yes	No	No	No	No
Change of land use to 'A' uses	14 days	Yes	Yes	No	Yes	No

Other Development Application Type	Duration	Communication methods				
		Stakeholder Notification Letters	City Website	City/Libraries Noticeboard	On-Site Signage	Local Newspaper Advert
Commercial and mixed-use development (new and major additions <sup>3</sup> ) where discretion is required against applicable development standards <sup>4</sup>	14 days	Yes	Yes	No	No	No

**Notes within Table 2:**

1. For home occupation and home business renewals, if any changes are proposed to the operation of the business, or complaints have been received within the previous 12 months, consultation may be required.
2. 'D' land uses will only be advertised where there is the potential for the use to impact on the amenity of adjoining properties, as determined by the City.
3. Major additions include proposals such as additional storeys and significant increases to overall building footprint and similar.
4. Minor additions or modifications to existing/approved commercial and mixed-use development, where discretion is required against applicable development standards, may be advertised to adjoining owners and occupiers if the proposal has a possible impact on the amenity on the street or adjoining properties, as determined by the City.

**General notes:**

1. Minor additions include outbuildings, patios, carports, small building extensions and similar.



**Table 3. Consultation Requirements — Strategic Planning Proposals**

Strategic Planning Proposal Type	Duration	Communication methods				
		Stakeholder Notification Letters	City Website	City/Libraries Noticeboard	On-Site Signage	Local Newspaper Advert
Basic scheme amendment	Not required unless directed by the Minister for Planning					
Standard scheme amendment	42 days	Yes — where appropriate (e.g. if relating to a specific site)	Yes	Yes	Yes — if relating to a specific site	Yes
Complex scheme amendment	60 days	Yes — where appropriate (e.g. if relating to a specific site)	Yes	Yes	Yes — if relating to a specific site	Yes
Structure Plan and Activity Centre Plan <sup>1</sup>	28 days	Yes — where appropriate (e.g. if relating to a specific site)	Yes	No	Yes – if relating to a specific site	Yes
Local Development Plan <sup>2</sup>	21 days	Yes	Yes	No	No	No
New local planning policy <sup>3</sup>	21 days	No — unless it affects a specific property or sector/ group	Yes	Yes	No	Yes

**Notes within Table 3:**

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*:

1. The City may decide not to advertise an amendment to a structure plan or activity centre plan if, in the opinion of the City and the Western Australian Planning Commission, the amendment is of a minor nature.
2. The City may decide not to advertise an amendment to a local development plan if, in the opinion of the City, the amendment is of a minor nature.
3. The City may decide not to advertise an amendment to a local planning policy if, in the opinion of the City, the amendment is of a minor nature.

**General notes:**

1. Notification will include registered resident and ratepayer groups where appropriate.
2. Notification will include the Community Engagement Network where appropriate.

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### Potential amendments to Fees and Charges

Planning Services	Basis of Charge	GST Y/N	Fee Excluding GST	GST	Gross Fee Including GST
Consultation costs					
On-site sign/s	Per sign	Y	Actual cost	10%	Actual Cost including GST
Notice/s in local newspaper	Per notice	Y	Actual cost	10%	Actual Cost including GST
Notice in Government Gazette	Per notice	Y	Actual cost	10%	Actual Cost including GST
Consultation letters (postage on initial mailout)	Per letter	N	\$1.10 per letter when 100 letters or more.	N/A	\$1.10 per letter when 100 letters or more.