

Policy 2.2: Applications for Planning Approval

INTRODUCTION

In order to give full effect to the Council's Town Planning Scheme, all development, including a change in the use of land, except as otherwise provided for in clause 33 of the Scheme, requires approval. Accordingly, no person may commence or carry out any development, including a change in the use of any land, without first having applied for and obtained planning approval from the Council.

AIMS

- To detail the information requirements in relation to submission of applications for planning approval.
- To provide applicants and the community with a clear understanding of the basis upon which applications will be assessed and determined.

POLICY

1. Applications for planning approval are required for all development and substantive changes of use, with the exception of those activities listed in Policy 2.1: Minor Use and Development Exempt from Planning Approval.
2. Applications for planning approval are required to be signed by the applicant and owner/s of the property (or a person authorised in writing by the owner/s) on which the development or change of use is proposed and are to be made in the form set out in Schedule 2 (Form 1: Application for Planning Approval).
3. In addition to the application form, applicants are to provide the following information:

3.1 All applications for planning approval (including a change of use)

Four copies of the following plans/drawings (at least one set to be A4 or A3 to enable scanning):

- (a) Site survey by a licensed land surveyor showing:
 - existing on-site and adjacent verge vegetation;
 - any trees to be removed;
 - footpaths, street trees, crossovers, power poles, manholes, bus stops and any services and infrastructure;
 - location of any easement or piped service traversing the site (if applicable);
 - existing finished floor levels and existing natural ground levels (contours, spot levels and datum point);
 - all buildings and improvements on the subject site and any adjoining lots (adjacent to the subject site's boundaries).
- (b) Development site plan showing:
 - all boundary and setback dimensions;
 - lot area;
 - existing and proposed building(s)/works;
 - any structures to be demolished;
 - car parking layout;

- proposed finished floor levels and finished ground levels;
 - existing and proposed use of all portions of the building(s); and
 - existing and proposed means of access for pedestrians and vehicles to and from the site.
- (c) Floor plan:
- existing floor plan, identifying any portions of the building to be removed (where applicable); and
 - proposed floor plan indicating proposed use of each room/area, and location of all windows, doors and other openings.
- (d) All relevant elevations showing:
- natural ground level;
 - wall and ridge heights of the proposed building(s), as measured from natural ground level; and
 - proposed materials (wall and roof).
- (e) All plans are to include any street names and number, lot number(s), north point and scale bar.
- (f) All plans are to be to scale (no less than 1:50 and no more than 1:500) and dimensions shown.
- (g) The Council encourages the submission of plans in PDF electronic format (in addition to the scaled plans).

3.2 Applications for development on residential land

In the case of development located on residential land (ie. land coded with a residential density) the following additional information is required:

- (a) overshadowing diagram for all two storey residential development as at 12 noon on 21 June calculated in accordance with the requirements of the Residential Design Codes;
- (b) streetscape elevation drawing or photo montage of the development and all buildings and improvements on any adjoining lots. The drawing is to show before and after streetscape elevations and include adjoining property wall and roof heights; and
- (c) cone of vision diagrams for all major openings of a development located more than 0.5 metres above natural ground level.

3.3 Applications for development on non-residential land

In the case of development located on non-residential land, the following additional information is required:

- (a) location, number, dimensions and layout of all car parking spaces, including a calculation showing how the car parking requirement was calculated and relevant justification if a shortfall is proposed;
- (b) if proposing modifications to a commercial façade, a before and after front elevation;
- (c) elevations showing the proposed location of any signage, including dimensions, materials and colours;

- (d) location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the land, and the means of access to and from those areas;
- (e) location, dimensions and design of any landscaped area; and
- (f) a streetscape elevation drawing, photo montage or perspective.

3.4 Additional information may be required

Council may require additional information to that outlined above, to assist in the processing of an application after an application has been made. This may include the provision of traffic studies and management plans, 3D perspective models etc.

In addition, because of a recent subdivision or amalgamation affecting the development site or for any other reason, a recent copy of the Certificate of Title(s) relating to the subject site(s) may be required.

Adopted: 13 October 2009



Policy 2.4: Requests to Amend Policy Manual

INTRODUCTION

While every attempt has been made to ensure the policy manual provides a comprehensive and current guide for development, there will be occasions when it will be necessary to review or add to the policies to address changing circumstances. The procedures for amending or adding to the policy manual are set out in clause 48 of the Town Planning Scheme and include:

- advertising the policy;
- notification of persons particularly affected;
- consideration of any submissions received; and
- referral to the Western Australian Planning Commission where required.

AIMS

- To detail the procedures and information requirements for requests to amend the policy manual.
- To provide a clear understanding of the basis upon which requests to amend the policy manual will be assessed, determined and implemented.

POLICY

1. Requests to amend the manual may be made either by Council, Council staff or a member(s) of the public, and will generally be considered in the following circumstances:
 - (a) where it can be demonstrated that an existing policy is not meeting the community's objectives and expectations for development;
 - (b) where there is a demonstrated need for additional policy guidance in a particular area;
 - (c) to ensure that planning decisions are made in accordance with comparable and relevant examples of best practice elsewhere;
 - (d) to correct textual or content errors in an existing policy;
 - (e) to ensure that existing policy is consistent with other relevant legislation or policy requirements.

All requests to amend the manual will be considered on the merits of each case. Amendments will not be initiated only on the basis of dissatisfaction with a policy provision or a decision based on policy.

2. Applications to amend the manual are to be made on the appropriate form (refer to Schedule 2, Form 2: Request to Amend Policy Manual) and should be accompanied by information explaining and justifying the proposed amendment. This information should identify how the proposed change or addition will benefit the community, by way of either improvements in the planning and development of the Town or improvements in the efficiency with which the Town Planning Scheme is administered.

3. In preparing a draft planning policy or amending an existing policy, regard is to be given to the following:
 - (a) the Council's capacity to prepare a policy with respect to the matters under consideration;
 - (b) the purpose and objectives for which land is set aside under the Scheme;
 - (c) the orderly and proper planning of the locality;
 - (d) the conservation of the amenities of the locality;
 - (e) any strategies, studies or objectives adopted by the Council; and
 - (f) any other matters it considers to be relevant.
4. Minor textual changes to existing policies that do not change the policy requirements (eg. spelling and grammatical errors or addition of further clarification) may be carried out by the Council without undertaking the procedures set out in clause 48 of the Town Planning Scheme.

Adopted: 13 October 2009



Policy 2.5: Requests to Amend Town Planning Scheme

INTRODUCTION

Amendments to the Town Planning Scheme, which includes amendments to the Scheme text and/or zoning amendments that relate to modifications to the Scheme Map, can be initiated at any time.

After consideration and advertising by the Council, scheme amendments are forwarded to the Western Australian Planning Commission for examination. The Commission then makes a recommendation to the Minister for Planning who ultimately determines whether to grant final approval to the amendment.

Amendments are given the force of law by the Planning and Development Act 2005. The procedures and requirements for amending a town planning scheme are set out in the Town Planning Regulations 1967 (as amended) and include:

- referral to the Environmental Protection Authority for comment;
- advertising the amendment, including notifying other relevant service authorities and persons likely to be affected;
- consideration of any submissions received;
- notifying the Commission of resolutions passed in relation to the amendment (including a schedule of submissions received and the amendment documentation) for examination and recommendation to the Minister;
- determination of the amendment by the Minister; and
- public notification of the outcome of the amendment process.

AIMS

- To detail the procedures and information requirements for amendments to the Town Planning Scheme.
- To provide a clear understanding of the basis upon which requests to amend the Scheme will be assessed and determined.

POLICY

1. Requests to initiate an amendment may be made by either the Council, Council staff or a member(s) of the public, and will generally be considered in the following circumstances:
 - (a) where it can be demonstrated that an existing provision(s) of the Scheme is not meeting the community's objectives and expectations for development;
 - (b) where it can be demonstrated that existing zoning controls do not adequately reflect the evolution and ongoing development of a site or locality;
 - (c) where there is a demonstrated need for additional statutory controls in a particular area;
 - (d) to ensure that the Scheme is consistent with the requirements of other relevant legislation; and

- (e) to correct textual or content errors in the Scheme text or maps.

Amendments should not be seen as a means of circumventing the requirements of the Scheme, and the Council will require appropriate justification to satisfy it that any proposed changes will result in an overall benefit to the community.

- 2. Applications to amend the Scheme are required to be made on the appropriate form (refer to Schedule 2, Form 3: Request to Amend Town Planning Scheme), and to be accompanied by the prescribed fee and a detailed report addressing the following criteria:
 - (a) the reason(s) for the amendment and how it relates to the objectives of the Scheme;
 - (b) anticipated effects on safety, amenity and convenience for the community;
 - (c) anticipated impact on the Town's physical, social and economic environment;
 - (d) anticipated effects on traffic and vehicular movements;
 - (e) a statement of the benefits to the community which are anticipated to result from the amendment; and
 - (f) whether the amendment will establish a precedent for other changes to the Scheme.

Adopted: 13 October 2009



SCHEDULE 2: FORMS

1. Application for Development Approval
2. Request to Amend Policy Manual
3. Request to Amend Town Planning Scheme
4. Notice of Application to Use or Develop Land
5. Notice of Determination on Application for Development Approval

Form 1: Application for Development Approval

OWNER DETAILS:			
First Name:		Surname:	
First Name:		Surname:	
Address:			Postcode:
ABN (if applicable):		Contact person for correspondence:	
Telephone No:	Work:	Home:	Mobile:
Fax No:	Email:		
Signature:		Signature:	
Date:		Date:	
APPLICANT DETAILS (If different from owner):			
Name/Company:			Postcode:
Address:			Postcode:
Contact person for correspondence:			
Telephone No:	Mobile:		
Fax No:	Email:		
Signature:		Date:	
PROPERTY DETAILS:			
Lot No:		House No:	
Street:		Suburb:	
Lot Size:		Property No:	
Loc. No:	Diagram/Plan:	Cert. of Title: Vol:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):			
Nearest street intersection:			
PROPOSED DEVELOPMENT:			
Description of proposed works and/or land use:			
Nature of development		Works <input type="checkbox"/>	Use <input type="checkbox"/>
		Works and use <input type="checkbox"/>	
Is an exemption from development claimed for part of the development		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, is the exemption for:		Works <input type="checkbox"/>	Use <input type="checkbox"/>
Description of exemption claimed (if relevant):			
Nature of any existing buildings and/or land use:			
Estimated time of completion:			
Approximate cost of proposed development (Exc. GST): \$			
NOTES:	1.	The signature of the land owner(s) is required on all applications. This application will not proceed without these signature(s). For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).	
	2.	The information and plans provided with this application may be made available by the Town of Cambridge for public viewing in connection with the application. Yes <input type="checkbox"/> No <input type="checkbox"/>	
OFFICE USE ONLY:			
Acceptance Officer's initials:		DA Ref No _____ DA 20 _____	Receipt No.



Form 2: Request to Amend Policy Manual

OWNER/APPLICANT DETAILS:

Name:			
Address:			
Telephone No:	(work):	(home):	
	(mobile):		
Email:		Fax No:	
Contact Person:			
Signature:		Signature:	
Date:		Date:	

PROPERTY DETAILS (if applicable):

Lot No:	House/Street No:
Street Name:	Suburb:
Nearest Street Intersection:	
Diagram/Plan:	Certificate of Title: Vol: Folio:
Title Encumbrances:	

REASONS FOR SEEKING AMENDMENT:

Office Use Only

File Ref No:	Receipt No:
Date Received:	Accepting Officer:

Incomplete applications will lapse 12 months from the date of the application



Form 3: Request to Amend Town Planning Scheme

OWNER DETAILS:

Name:			
Address:			
Telephone No:	(work):	(home):	
	(mobile):		
Email:		Fax No:	
Contact Person:			
Signature:		Signature:	
Date:		Date:	

The signature of the landowner(s) is required. This application will not proceed without that signature.

APPLICANT DETAILS (if different to owner):

Name:			
Address:			
Telephone No:	(work):	(home):	
	(mobile):		
Email:		Fax No:	
Signature:		Signature:	
Date:		Date:	

PROPERTY DETAILS (if applicable):

Lot No:		House/Street No:	
Street Name:		Suburb:	
Nearest Street Intersection:			
Diagram/Plan:		Certificate of Title:	Vol: Folio:
Title Encumbrances:			

REASONS FOR SEEKING AMENDMENT:

Office Use Only

File Ref No:		Receipt No:	
Date Received:		Accepting Officer:	

Incomplete applications will lapse 12 months from the date of the application

**Form 4: Notice of Public Advertisement of Development Proposal****Planning and Development Act 2005****TOWN OF CAMBRIDGE****NOTICE OF PUBLIC ADVERTISEMENT OF DEVELOPMENT PROPOSAL**

Planning and Development (Local Planning Schemes) Regulations 2015

The Town of Cambridge has received an application to use and/or develop land for the following purpose and public comments are invited:

Lot No:..... House No:..... Street:

Suburb:

Proposal:

.....

.....

.....

Details of the proposal are available for inspection at the Town of Cambridge, 1 Bold Park Drive, Floreat, WA. Comments on the proposal may be submitted to the Town of Cambridge in writing on or before the day of 20

Signed:

Dated:

For and on behalf of the Town of Cambridge

**TOWN PLANNING SCHEME NO.1****Form 5: Notice of Determination on Application for
Development Approval****PLANNING AND DEVELOPMENT ACT 2005****TOWN OF CAMBRIDGE****NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT
APPROVAL**

Lot: Plan/Diagram:
Vol. No: Folio No:
House No. Street:
Suburb:
Application date: Received on:
Owner:

Applicant:

Description of proposed development:.....
.....
.....

The application for development approval is:

- Approved subject to the following conditions
- Refused for the following reason(s)

CONDITIONS/REASONS FOR REFUSAL:

Date of determination:

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of this determination.
- Note 4: This is a Development Approval of the Town of Cambridge under its Town Planning Scheme No. 1 and related policies. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant to obtain any other necessary approvals, consents and licences required under any other law, and to commence and carry out development in accordance with all relevant laws.
- Note 5: This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the Town to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Town's attention.

DIRECTOR
DEVELOPMENT AND SUSTAINABILITY
For and on behalf of the Town of Cambridge

Dated:

ESSENTIAL INFORMATION FOR ALL APPLICATIONS

The Town is seeking to improve the effectiveness and efficiency of its Planning Approvals Process. It has found that a major contributing factor to delays in assessing planning applications is that the application is incomplete when originally lodged.

To make this process as simple and user-friendly as possible, we ask that you read the following information and complete the checklist to ensure ALL requirements have been met before the application is lodged.

Please Note: Incomplete applications may not be accepted and may be returned to the applicant until such a time as all the details are provided.

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	i) Application for development approval form completed and signed by ALL owners of the land
<input type="checkbox"/>	<input type="checkbox"/>	ii) Planning Application Fee (refer to Schedule of Planning fees and charges)
<input type="checkbox"/>	<input type="checkbox"/>	iii) Certificate of Title AND Lot Diagram of Survey showing all boundaries, easements covenants on the land (issued within the last 6 months)
<input type="checkbox"/>	<input type="checkbox"/>	iv) Cover Letter – describing the proposed development and any justification for variations to the relevant planning regulations

1. PROPOSED DEVELOPMENTS

All development applications require the following information to be submitted.

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	1.1. Three (3) sets of plans total – three (3) sets to scale of 1:100 or 1:200; and at least one (1) scaled set at A3. A 'set' of plans consists of proposed and existing (on separate sheets) of the following:
<input type="checkbox"/>	<input type="checkbox"/>	a) Site plan (all relevant dimensions) <ul style="list-style-type: none"> • Street and lot number and street/road name • North Point • Existing and proposed buildings • Existing and proposed uses • Existing/natural ground level and proposed ground and finish floor levels (relative to nominated datum point or AHD) • All property boundaries and lot dimensions • Setbacks to all boundaries • Details and Location of any fencing • Location, layout and dimension of any car parking areas • Outline of all existing buildings/structures on adjoining properties, including major opening and outdoor living areas. • Street verge including – street verge trees, power poles, drainage pits, manholes, crossover, footpaths and any other obstructions. As well as any proposed changes to these things. • Location of any easements
<input type="checkbox"/>	<input type="checkbox"/>	b) Elevation plans (showing all relevant dimensions) <ul style="list-style-type: none"> • All applicable elevations are to be submitted with description /heading (i.e direction) of each elevation • Existing/natural and proposed ground and finish floor levels (relative to nominated datum point or AHD) • Existing and or proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems) • Overall height dimensions to be shown from existing/natural ground level to ridge • Wall height dimensions to be shown from existing/natural ground level to where the wall intersects with the roof eg. Plate height.
<input type="checkbox"/>	<input type="checkbox"/>	c) Floor plan (showing all relevant dimensions) <ul style="list-style-type: none"> • A plan of every storey with floor levels (RL or AHD) • Internal Layout showing doors / windows etc and room names • Roof/eaves lines • Total floor area in square metres • Lot boundary and setbacks to all boundaries on all sides

2. RESIDENTIAL DEVELOPMENTS

Development concerned with residential land, including new buildings and alterations and additions.

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	2.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	2.2. Streetscape Perspective – plan showing proposed building/development and the two adjoining buildings either side of the development site. If the development site is a corner lot then the perspective should include the lot on the opposite street corner (same side of the road).
<input type="checkbox"/>	<input type="checkbox"/>	2.3. Materials and Finishes – Information outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (including but not limited to TV and radio antennae, satellite dishes, plumbing vents and pipes, solar panels, air conditioners and hot water systems)
<input type="checkbox"/>	<input type="checkbox"/>	2.4. Overshadow Diagram – diagram showing extent of overshadowing on adjoining properties, expressed in percentages and square metres.
<input type="checkbox"/>	<input type="checkbox"/>	2.5. Open Space Calculations – expressed in percentages and square metres

3. COMMERCIAL/MIXED USE DEVELOPMENTS

Development concerned with commercial or mixed use land, including multiple dwelling and mixed use development applications and Development Assessment Panel applications.

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	3.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	3.2. Streetscape Perspective – plan showing proposed building/development and the two adjoining buildings either side of the development site. If the development site is a corner lot then the perspective should include the lot on the opposite street corner (same side of the road).
<input type="checkbox"/>	<input type="checkbox"/>	3.3. Land use detail (for commercial development) - Information outlining the type of land uses proposed within the development, hours of operation, number of employees, signage detail, etc.
<input type="checkbox"/>	<input type="checkbox"/>	3.4. Car Parking and Bicycle Parking - number of car and bicycle bays proposed, number of car and bicycle bays required and location of car parking, bicycle parking and any end-of-trip facilities.
<input type="checkbox"/>	<input type="checkbox"/>	3.5. Landscaping Plan - areas to be landscaped, percentage of area to be landscaped and type of landscaping proposed.
<input type="checkbox"/>	<input type="checkbox"/>	3.6. Traffic Impact Statement (as required by the Town)
<input type="checkbox"/>	<input type="checkbox"/>	3.7. Materials and Finishes – Information outlining the proposed materials and finishes, as well as the location of any proposed external fixtures (eg. Air conditioning units, hot water systems, solar panels, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	3.8. Plot Ratio Calculation

4. CHANGE OF USE OR HOME OCCUPATION/BUSINESS APPLICATION

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	4.1. All information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	4.2. Use or Business Information – a document outlining the following details of the business: <ul style="list-style-type: none"> • management plan; • description of proposed business; • hours of operation; • floor area per use/s; • number of employees; • onsite parking provision; • toilet facilities; • internal fit out details; • structural changes; • signage details; • shop-front treatments; • deliveries/visitation rate per week/day; and • all other relevant information

5. SIGNAGE APPLICATIONS

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	5.1. All relevant information as listed in Part 1 – Proposed Developments
<input type="checkbox"/>	<input type="checkbox"/>	5.2. Signage Details – photos and drawings of current and proposed signage, dimensions, colours, illumination nature/hours

6. DEMOLITION/PARTIAL DEMOLITION

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	6.1. Floor Plan and Site Plan - For proposals including partial demolition clearly show areas to be demolished on site plan
<input type="checkbox"/>	<input type="checkbox"/>	6.2. Photographs – of all four external elevations of the existing place(s) where possible
<input type="checkbox"/>	<input type="checkbox"/>	6.3. Independent Heritage Assessment – If the property is listed on the Municipal Heritage List

7. SUBDIVISION CLEARANCE REQUEST

OFFICER	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	7.1. All Essential Information
<input type="checkbox"/>	<input type="checkbox"/>	7.2. Provide a written request to clear subdivision conditions with a list of all conditions sought to be cleared and detail in full the action taken to satisfy conditions.
<input type="checkbox"/>	<input type="checkbox"/>	7.3. WAPC Approved Subdivision Plan – three (3) copies at either A4 or A3 size to scale
<input type="checkbox"/>	<input type="checkbox"/>	7.4. Copy of Western Australian Planning Commission (WAPC) conditional approval

APPLICANT DETAILS

Applicant Full Name	
Applicant Signature	
Date	

ACCEPTING OFFICER DETAILS

Accepting Officer's Name	
Accepting Officer's Signature	
Date	