

Preliminary Assessment Requests (Statutory Planning)

The *Planning and Development (Local Planning Schemes) Regulations 2015* lists development that does not require development approval, subject to meeting certain criteria as follows:

Development for which development approval not required	Subject to:
Use of the premises as a home office	N/A
Development that complies with a local development plan (detailed area plan)	Not being within 100 metres of a Bushfire Prone Area and not having either a moderate or high bushfire risk rating.
The erection or extension of a: <ul style="list-style-type: none"> • Single dwelling; • Outbuilding; • External fixture; • Patios; • Pergolas; • Verandahs; • Swimming Pools; and/or • Ancillary Dwelling. 	Satisfying the deemed-to-comply requirements of the Residential Design Codes; and Not being a place entered in the State Register, and/or is not subject of a Heritage Agreement or an order under the <i>Heritage Act 2018</i> ; Not being a place entered on a Heritage List or located within a Heritage Area under the Local Planning Scheme; Not being within 100 metres of a Bushfire Prone Area and having either a moderate or high bushfire risk rating for lots less than 1,100m ² ; and Not also requiring a development approval under an adopted Council or Local Planning Policy.
The demolition of a building or structure	Not being located in a place that is entered in and/or is not subject of an order under the Heritage of Western Australia Act 1990; and

	Not on being a property included on a heritage list in the Town's local planning scheme
Temporary works or a use which is in existence for less than 48 hours or a longer period agreed to by local government.	Not also requiring a development approval under an adopted Council or Local Planning Policy
The erection or installation of temporary or permanent advertisement(s)	<p>Being in connection with an election, referendum or other poll conducted under the Commonwealth Electoral Act 1918 (Commonwealth), the Electoral Act 1907 or the Local Government Act 1995; and</p> <p>The primary purpose of the advertisement is for political communication in relation to the election, referendum or poll</p> <p>Not being a permanent sign on a place entered on a Heritage List or located within a Heritage Area under the Local Planning Scheme; and</p> <p>Not being required to specifically require a development approval under an adopted Council or Local Planning Policy.</p>

All forms of development **not** listed above (i.e. grouped dwellings and multiple dwellings), or listed above but do not meet the criteria, require development approval from the Town.

The Town has developed a **Deemed-to-Comply Check** process to assist landowners and applicants working with any of the above forms of development to certify whether or not a development application is necessary. Please refer to the Town's Deemed-to- Comply Check process information sheet available on its website (www.cambridge.wa.gov.au).

In cases where a development application is necessary the Town has developed the **Preliminary Planning Assessment** system to assist landowners and applicants to identify any matters that may need to be addressed prior to lodging a formal development application.

This can help with providing more certainty as to whether a proposal is likely to be approved or refused.

Applicants should note that these services are not intended to fast track the formal Development Application process.

Landowners and applicants will not be charged by the Town if enquiring about general requirements (e.g. a property's zoning/density coding).

What information do I include in my preliminary assessment request?

	<i>Tick if provided</i>
A completed 'Preliminary Assessment Request Form'	
The applicable fee: \$400 for major development (e.g. proposed single, grouped or multiple dwellings, or new commercial or industrial buildings) \$73.00 for minor development (e.g. extensions to an existing building, patios, vergolas, retaining walls, fencing, fill or signage)	
Two sets of the following plans (where applicable) drawn to a scale of 1:100 or 1:200:	
A site plan which shows all existing and proposed development, driveway(s), crossover(s), natural and finish floor levels, proposed street and/or boundary setbacks, easements, dividing and street fencing, street name(s), the north point, and (if applicable) the location, top and bottom of wall heights of retaining walls.	
An internal floor plan showing the purpose and dimensions of each area.	
Elevations showing the external dimensions and appearance of any structure/building proposed, the natural and finish floor levels, and (if applicable) the location, top and bottom of wall heights of retaining walls.	

How do I lodge a preliminary assessment request?

Email, Post or in person

The preliminary assessment request and fee is submitted by the applicant to the Town:

- **Via** the applicable email address (mail@cambridge.wa.gov.au) which is to include the applicable credit card details for payment of the fee, or
- **Via** the post, which includes a cheque or the applicable credit card details for payment of the fee, being sent to Town of Cambridge, PO Box 15, FLOREAT WA 6014, or
- **In person.**

Note: As an alternative to providing credit card details in writing, the applicant can pay the required fee by telephoning the Town on 9347 6000.

How and when will the preliminary comments be provided?

The Town will provide written advice within the following timeframes:

- A new single dwelling – within 15 business days
- Other types of development (excluding grouped dwellings and multiple dwellings) – within 10 business days

The Town's response will be emailed or posted unless specifically requested to be collected by the applicant. If the applicant wishes to collect the correspondence in person, an appointment will need to be made with the Town prior to collection.

Note: The applicable fee is required to be paid in full **prior** to the proposal being assessed by the Town.

Please ensure that all of the necessary information is provided otherwise the Town cannot guarantee that a decision will be made within the applicable timeframe stated above.

Further Information

If you have any queries please do not hesitate to contact the Town's Statutory Planning Team.

In person: 1 Bold Park Drive, Floreat

Tel: 9347 6000

Email: mail@cambridge.wa.gov.au