

PROCESSING YOUR PLANNING APPLICATION

When applications for Planning Approval are submitted, the Shire's Planning Service section initially checks to see if appropriate information and fees have been provided by the applicant.

If appropriate information has not been provided, Planning Services will contact the applicant to address outstanding matters.

Alternatively, if the applicant has provided appropriate information and fees, the application is registered and a preliminary assessment occurs to determine whether public and/or agency comment is required and its scope.

The above actions usually occur within 2 – 3 days of receipt of the application.

Notifying neighbours, councillors, agencies and other stakeholders

It is important that the Shire's Planning Services section receives appropriate information to make an informed decision on the planning application. Therefore, subject to Council policy and the complexity, type, scale and location of the application, Planning Services will determine whether comments on the application should be sought from:

- adjoining and nearby landowners;
- ward councillors;
- relevant State Government or other agencies;
- the community and other stakeholders through publicly 'advertising' the application in a local newspaper/publication;
- other sections of the Shire.

Apart from straightforward applications, unlikely to have a detrimental affect on neighbouring properties, Planning Services typically writes to and invites comments on the planning application from landowners in the immediate vicinity of the application site and ward councillors. This is done as a courtesy to nearby landowners, to keep councillors informed and as a way of trying to ensure that no adverse impact or conflict arises as a result of any planning application being approved.

More complex or possibly contentious applications, including those with the potential to have a more pronounced affect on larger sections of the community, may also be advertised in the Manjimup Bridgetown Times, the "Shire Scene" or other local newspapers/publications circulating in the Shire of Manjimup. Additionally, more complex or certain types of applications (such as industrial and aquaculture uses or those involving clearing or which adjoin public land) may also be referred to relevant State Government or other agencies for comment.

Notification of most planning applications is for a period of between 14 - 21 days in which any landowner/resident and others may respond in writing to Planning Services on the application. More complex applications, or those requiring input from State Government agencies, are typically referred out for at least 28 days.

Determining the application

Following the close of the notification period, if it was required, the Manager, Planning Services will determine whether the application is required to be considered by Council or whether it can be dealt with "in house" by the Manager, Planning Services.

Most applications are determined under delegated authority by the Manager, Planning Services and accordingly are not considered by Council. Generally, the Manager, Planning Services determines applications which are consistent with the Town Planning Scheme,

Local Planning Strategy, Council policies, other regulations and no objections have been received through the notification process.

If a bona fide objection is received in writing on the planning application, from a nearby landowner, ward councillor, public agency, or other stakeholder, then the application is reported to the Council for determination. Additionally, more involved planning proposals, perhaps requesting a variation or relaxation of a certain provision of the Town Planning Scheme, often require a report being prepared by Planning Services to Council for determination.

Council agendas

Council agendas close two weeks before the scheduled Ordinary Meeting of the Council. The reason for this is to allow all draft agenda items to be examined by the Senior Management Team, and any necessary revision made, before the final agenda is printed and delivered to Councillors on the Friday (ahead of the scheduled Council Meeting).

Be prepared

When submitting an application for Planning Approval, please bear in mind:

1. Each application takes 2 – 3 days to be registered and initially assessed.
2. Unless straightforward, a notification and comment period (of at least 14 days) is offered to nearby landowners and ward councillors. More complex or potentially contentious applications, or those requiring referral to State Government agencies, are typically referred out for at least 28 days.
3. Each application needs time to be appropriately assessed by the Shire.
4. Each application normally necessitates a site inspection and assessment from the Shire's Environmental Health, Building and Engineering sections.
5. Council agendas close two weeks before the next scheduled Council meeting.
6. You should submit any application a minimum of 35 days before Council meetings to give your application the best chance of making that particular meeting (should it be required to do so). Allow yourself approximately 60 days should the application be more complex or is likely to be referred to State Government agencies.
7. Always read your Application Form carefully and submit:
 - ❖ **the correct application fee** (outlined with the Application Form); and
 - ❖ **as much information as possible** – especially a site plan (hand drawn is fine if clearly legible) showing all existing / proposed buildings, dams, improvements etc.

Please note that Planning Applications, if not required to go to Council, usually take 3 to 4 weeks to process (including public advertising). Applications that are required to be referred to State Government agencies or presented to Council usually take 6 to 8 weeks to process (including public advertising). Finally, please contact Planning Services on 9771 7777 should you need advice about the progress of your application.