



City of Nedlands

Development Services Reports

Committee Consideration – 12 July 2011

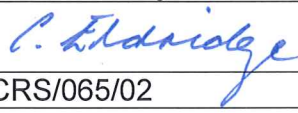
Council Resolution – 26 July 2011

Table of Contents

Item No.		Page No.
D43.11	Council Policy – Development Applications: Minimum requirements	2

D43.11	Council Policy – Development Applications: Minimum requirements
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Committee	12 July 2011
Council	26 July 2011

Applicant	City of Nedlands
Owner	City of Nedlands
Officer	Gabriela Poezyn – Manager Strategic Planning
Director	Carlie Eldridge – Director Development Services
Director Signature	
File ref.	CRS/065/02
Previous Item No's	Nil
Disclosure of Interest	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

Purpose

All policies are required to be approved by Council.

Recommendation to Committee

Council approves the new policy entitled “Development Applications: Minimum requirements”.

Strategic Plan

KFA 5: Governance

- 5.1 Manage the City's resources in a sustainable and responsible manner.
- 5.6 Ensure compliance with statutory requirements and guidelines.

Background

Under the *Local Government Act 1995* one of the roles of a local authority is to determine local government policies (section 2.7(2)(b)).

Currently delays in the planning approval process occur due to inadequate information being submitted.

An improved governance process can prevent these delays and facilitate optimum decision making.

To this end the proposed policy outlines in detail the information that is required to be provided at the time of submission. While the amount of

detail within the policy may appear excessive for a policy statement on its face it is essential that in this instance this information is adopted by Council and publically available in a single policy.

The draft policy was discussed in a workshop with elected members on 16 June 2011 and the changes recommended were incorporated into the document currently being considered.

Proposal Detail

The objective of the proposed policy is *"to facilitate effective, comprehensive, accurate and timely processing of applications for planning approval for proposed developments"*.

To achieve this objective the policy:

1. outlines the context within which the policy applies;
2. specifies the detail of information required at the time of submissions for various types of applications;
3. establishes the service of pre-lodgment meetings to be held for any development of a value in excess of \$2.5 million (excluding the cost of land).

Consultation

Required by legislation: Yes ☐ No ☒

Required by City of Nedlands policy: Yes ☐ No ☒

Legislation

- *Local Government Act 1995*
- *Planning and Development Act 2005*

Budget/financial implications

Budget:

Within current approved budget: Yes ☒ No ☐

Requires further budget consideration: Yes ☐ No ☒

Risk Management

The prime purpose for this policy is to reduce the risks to the City associated with delayed approval processing of development approvals through a clearly articulated governance process.

Discussion

Currently a basic checklist for development applications is provided as part of the planning application form. The checklist focuses mainly on information that is required for plans and drawings submitted as part of an application. The checklist caters primarily for residential developments.

This checklist has proved to be inadequate as the type of applications the City is dealing with has expanded in complexity and diversity, and is expected to continue to so in the future.

This has triggered the need to:

1. establish comprehensive guidance that clearly explains the City's expectations for the submission of development applications; and
2. ensure that the information is easily available to all stakeholders.

The proposed policy incorporates the existing checklist and has been expanded to address additional identified shortcomings.

Notably the policy also introduces pre-lodgment meetings as a requirement for complex development proposals (over \$2.5 million development costs) which will assist to achieve better processing and development outcomes.

In the past meetings with prospective applicants prior to submission have occurred on an informal ad hoc basis.

The proposed policy reflects a pro-active approach to the statutory planning function of the City. It is designed to improve service levels and will reflect the Councils commitment to customer service and transparent governance.

Conclusion

The introduction of the proposed policy will assist to streamline and potentially expedite the development approval process. It also promotes transparency of governance as it clearly articulates the City's expectations in relation to the information required for planning approvals.

Attachments

1. Draft policy: "Development Applications: Minimum requirements".

Development Approvals: Minimum Requirements

KFA	Governance
Status	Council Policy
Responsible Division	Development Services
Objective	To ensure effective service delivery and compliance with statutory requirements in regards to development proposals through comprehensive, accurate and timely processing of applications

Context

This policy applies to any development application received under the City of Nedlands Town Planning Scheme no 2.

The aim of the policy is to facilitate effective service delivery in regards to the processing of development approvals, and compliance with statutory requirements for the processing of planning approvals by ensuring that all development applications received by the City of Nedlands are submitted with all relevant supporting documentation so that unnecessary delays of incomplete applications are avoided. Accordingly the policy outlines:

- a) the minimum criteria for submission of applications for planning approval; and
- b) information in relation to pre-lodgement meetings.

This policy is relevant for any owner of land on which development is proposed and their agent such as builders, architects and applicants.

An application will only be deemed to be complete if it is supported by the information (where relevant) listed in the statement below.

In accordance with this policy the City of Nedlands will not accept incomplete applications. Payment and receipting of fees does not imply that the application is complete.

Any application that is capable of being, or must be, determined by a Development Assessment Panel after 1 July 2011 but was lodged with the City of Nedlands prior to this date will be determined by the City of Nedlands and will only be referred to a Development Assessment Panel if the application is cancelled and a new application is lodged after 1 July 2011.

Statement

1. Minimum Criteria for Development Applications

A complete application for development approval comprises of:

- 1) Forms, Fees, Consent and Number of plans:
 - a) Completed relevant application form(s) being City of Nedlands Town Planning Scheme No 2 Form 1 for applications determined by the City of Nedlands and the Metropolitan Region Scheme Form 1 and/or the DAP suite of forms for applications that require referral to decision making bodies such as Swan River Trust, Main Roads etc or are not determined by the City of Nedlands;
 - b) Application form(s) be signed by the owner(s) of the land subject to the application;
 - c) Written consent from the Strata Company/Body Corporate/other strata owner in the case of a two strata scheme where the subject property is a Strata lot (with common property) or a Survey Strata lot with common property;
 - d) Payment of relevant fees;
- 2) Plans at a scale of not less than 1:200 showing:
 - a) Location of site showing street names, lot number, north point, dimensions of site, lot area;
 - b) Site survey of the application site and adjoining verge showing location of all existing development, including existing buildings, mature vegetation, existing crossovers, kerbing, footpaths;
 - c) Existing natural ground levels over the whole of the land subject to the application and adjoining verge;
 - d) Finished floor levels of any existing structures.
- 3) Development Plans showing the proposed development at a scale not less than 1:100 showing:
 - a) Site plan showing location of any new buildings and any existing buildings and improvements proposed to be retained;
 - b) Floor plan which shows boundaries of the lot for every proposed level of the development, including additions to existing floor plans;
 - c) Annotated setback dimensions of a proposed development to lot boundaries;
 - d) Proposed finished floor levels of the building and proposed finished ground levels of the land beyond the buildings;
 - e) Sections of any proposed/alterd development;
 - f) Elevation drawings of all the sides of the proposed building that is exposed to view to show:

- i) Natural ground levels;
 - ii) Proposed building materials and finishes; and
 - iii) Roof pitches.
- g) Dimensions and floor areas of proposed building(s) and building(s) intended to remain on site;
- h) Existing and proposed uses of individual areas;
- i) Plot ratio plans in every case where the assessment of an application for planning approval involves a plot ratio calculation. A separate set of floor plans shall be submitted clearly indicating which portions of each floor of the building the plot ratio area and the plot ratio calculations are tabulated showing:
 - i) the total site area shown on the Certificate of Title;
 - ii) the plot ratio areas of each floor of the building;
 - iii) the total plot ratio area for the entire building; and
 - iv) the overall plot ratio figure expressed as a ratio between the site area and the total plot ratio area for the entire building.
- j) Location of existing and proposed access ways for pedestrians and crossovers and driveways for vehicles to and from the site;
- k) Details of any proposed retaining walls including profile of retaining wall showing all proposed retaining wall heights from natural ground level;
- l) Nature and extent of any proposed open space (expressed as a percentage of the site area for non-residential development) and proposed landscaping plan;
- m) The location of any waste disposal/bin enclosure and for residential developments exceeding 3 dwellings, non-residential developments and any other development where the waste disposal/bin enclosure is proposed within the front setback area or the secondary street setback area;
- n) Overshadowing diagrams drawn in accordance with the requirements of the Residential Design Codes showing the expected amount of overshadowing of an adjoining property that will occur as a result of proposed development;
- o) Cone of vision diagrams where the cone of vision from proposed major opening/habitable spaces does not comply with the acceptable development standard of the Residential Design Codes;
- p) Access and parking
 - i) Access and parking location, number, dimensions and layout of all car parking bays (proposed and existing) including turning and manoeuvring areas;

- q) To assess the impact on the adjoining property the plans must show:
- i) The location of any existing buildings on adjoining properties such that the windows of the building on the neighbouring property facing the proposed development are shown;
 - ii) Ground levels of all adjoining land at the boundary with the application site;
 - iii) Floor levels of buildings located on adjoining land; and
 - iv) Outdoor living areas.
- 4) Graphical 3D representation (compatible with AutoCAD) of proposed development for all proposals in excess of \$1.5 million, or as required by the City.
- 5) Written justification for any proposed variation from the relevant Town Planning Scheme, Residential Design Codes or policy requirements
- 6) Any specialist studies that may be relevant to the proposal and would be required to assess the proposal, such as traffic and movement studies, soil reports, heritage assessments, environmental impact studies, acoustic reports, dust reports, vibration reports, health risk report, etc.
- 7) Development applications not exclusively for residential purposes – additional information:
- a) Proposed use of site including information that provides a full description of the manner in which the site will be used including hours of operation, expected capacity of the proposed development (employees and visitors);
 - b) The location, dimensions and design of any open storage and all particulars for a proposed trade display area;
 - c) The location, size, type, colour, material and wording of any proposed signs;
 - d) Verge treatment which would include location, height, colour and material of proposed awnings (for non residential development proposed);
 - e) Location and dimension of any area proposed to be used for loading and unloading of vehicles carrying goods and the means of access to and from those areas;
 - f) A travel plan.
- 8) Confirmation if pre-lodgement meeting has occurred in cases where the development proposal is in excess of \$2.5 million.

2 Pre lodgement meeting

The pre-lodgement meeting is a free service the City of Nedlands offers to applicants for any development approval that is estimated to exceed development costs of \$2.5 million (excluding the cost of the land).

The purpose of the meeting is to provide the opportunity for applicants to raise queries, seek clarification in regard to their development proposal and for Council Officers to provide advice and identify relevant matters for consideration. It is not intended to pre-empt a final decision in relation to a development application, and does not determine the outcome of any subsequent application, which will be the subject of detailed assessment in accordance with the relevant legislation.

Applicant can either:

- 1) raise issues prior to the meeting which can then be investigated and discussed during the pre-lodgement meeting; or
- 2) raise issues during the meeting for discussion which officers will research and comment on subsequent to the pre-lodgement meeting.

Meeting notes will be taken at the meeting by a Council Officer and forwarded to the applicant after the meeting. As a minimum these notes will document the proposal, outline the issues discussed and advice provided, but will not be a verbatim record of the meeting.

Related documentation

Nil

Related Local Law/Legislation

Local Government Act 1995

Related delegation

Manager Statutory Planning and Manager Strategic Planning

Issued

Date approved by Council

Amendments

Dates amendments approved by Council
