

## Planning Submissions Information Sheet

### General

Submissions are written statements detailing a person's support, objection or comments on a proposal. The Town considers submissions when making a recommendation on, or determining a planning proposal. Submissions assist in the decision making process by raising matters which may be of concern, or by allowing members of the public to make suggestions that can improve planning outcomes.

### Which proposals require advertising?

The following proposals require advertising:

- Land uses which are classed as an 'A' use in the zone within the Zoning Table contained within the Local Planning Scheme.
- A proposal that is for a use that is not listed within the Zoning Table.
- A proposal that does not comply with the requirements of the Local Planning Scheme, unless the Town considers the variation is of a minor nature.
- The local government determines the use is inconsistent with the objective of the land and that notice should be given.
- Proposals for an extension to an existing non-conforming use.
- A development which requires a heritage assessment.
- Structure Plans.
- Local Development Plans, unless the plan does not affect any owners or occupiers within the area covered by the plan or an adjoining area.
- Local Planning Policies, except where an amendment to the policy is a minor amendment.
- The Local Planning Strategy, Local Planning Scheme and Scheme Amendments.

The Town may also determine that a proposal requires advertising regardless of the criteria above.

### How are proposals advertised?

Proposals are advertised in one of more of the following ways:

- On the Town's website and social media platforms.
- Letters to landowners and occupants affected by the proposals.
- Local newspaper notices.
- Letters to relevant service agencies.

The length and type of consultation required to be undertaken is determined by the *Planning and Development (Local Planning Schemes) Regulations 2015*, depending on the type of proposal.

### Preparing to make a submission

Before making a submission, you should:

- Review all plans, documents and supporting information for the proposal.
- Consider how the proposal may affect you.
- Discuss any matters you may be unsure of with Town staff.

### **What matters should be included in my submission?**

The content of submissions must relate to planning matters relevant to the proposal. Examples include:

- The design of the proposal, including height, bulk, scale and appearance;
- Impact to streetscapes, overshadowing, privacy and overlooking;
- Amenity impacts, including traffic, noise, light and odour;
- Access and car parking arrangements proposed;
- Cultural and built heritage values;
- The compatibility of the proposal within its setting, and any social impacts of the proposal;
- Environmental impacts such as air and water pollution, erosion or land degradation; and
- Healthy and safety concerns;
- Adequacy of services, including infrastructure, public utilities, waste collection and end-of-trip facilities such as toilets and showers; and
- Loss of any community service or benefit.

### **What matters cannot be considered?**

The following are not relevant planning considerations, and are not considered when assessing the appropriateness of a proposal:

- Land values;
- The behaviour of individuals or the conduct of the business;
- Hearsay, anecdotal evidence and assumptions;
- Personal prejudices or bias, such as disliking the landowner or operator;
- Objections on religious, moral or ethical grounds; and
- Commercial competition, such as an oversupply of a certain type of business or service.

### **How do I lodge a submission?**

Submissions need to be in writing, and can be lodged by:

- Email: [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)
- Mail: PO Box 87, Bassendean WA 6934
- In person: Customer Service Centre - 35 Old Perth Road, Bassendean (8.30am – 5:00pm, Monday to Friday (excluding public holidays)).

Comments on social media posts do not qualify as a submission.

View current JDAP proposals here: <https://www.bassendean.wa.gov.au/develop-build/planning-development/development-assessment-panels.aspx>

All other proposals are advertised here: <https://www.bassendean.wa.gov.au/consultations/>

### **What happens to my submission?**

- The Town will review all submissions received and take into consideration and comments made in making a recommendation or determining the proposal.
- If the proposal is required to be determined by Council or the Joint Development Assessment Panel (JDAP), you will be notified of the meeting details.
- Your submission may be publicly available, but your name will be made confidential to Councillors or the JDAP members only.
- Following determination of a proposal, you will be notified of the outcome.

### **Who is the decision maker?**

The decision maker for a proposal depends on the type of proposal. Whilst the majority of development applications are determined by the Town, some large scale applications are determined by the JDAP.

Strategic planning proposals such as the Local Planning Strategy and Structure Plans are determined by the Western Australian Planning Commission.

The Town will advise of the relevant decision maker when undertaking consultation.

### **Late submissions**

Due to statutory assessment timeframes, the Town is not able to accept late submissions.

### **If I wasn't consulted, can I still make a submission?**

Whilst you may not be directly consulted, anyone can make a submission on an advertised planning proposal within the consultation period.

### **What about a petition?**

Whilst landowners can coordinate and submit a petition, submissions on planning proposals are not a vote. The issues/concerns raised in submissions is of relevance, not the number of submissions objecting or supporting a proposal.

### **Further information**

For further information, please contact the Town's Planning Services on (08) 9377 8000.