Streamlining Development Applications

The City is committed to the early processing of applications and has streamlined its development application processes.

The City aims to process development applications as quickly as possible.

The City has reviewed its application processes to improve its processing timeframes and exclude some types of developments from requiring approval.

In order to assist applicants in improving the quality of applications and minimising processing times, the following is to be considered.

Development Application Checklist

The Development Application Checklist outlines the normal requirements and information that should be submitted which will enable the City's planning officers to consider and determine most applications as quickly as possible.

The applicant's assistance in thoroughly vetting applications, prior to submission, against the Checklist, contributes towards ensuring the required information is lodged and applications are ready for assessment.

Returned Development Applications

In instances when all the necessary information is not submitted, the City may return an application in accordance with Clause 62, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015. It is important to assure applicants that the City does not return development applications without reason. The following is a list of reasons that may form the basis for an application being returned:

1. Development Approval is not required. This may include Development Applications made where a Residential Design Code Variation application will suffice;

2. Application fees have not been paid at all or part of the fee missing;

3. Missing/incomplete application form (may include no signatures, incorrect signatures or no type/cost of development etc.);

4. Title for subject lot(s) not created or copy of title not submitted for grouped dwelling applications;

5. Missing or incomplete Checklist;

6. Poor quality plans or incomplete plans; and/or

7. Inadequate supporting reports (where required, for example, traffic or noise analysis).

As an alternative to returning an application, if the additional information required is considered by the City to be relatively minor in nature, the City may decide to place the application in pending and send a letter, email or call the applicant to request the submission of the outstanding item(s).

However, should the outstanding items not be provided within the timeframe specified, then the application is likely to be returned to the applicant as being incomplete.

The City advises that through the use of the Checklist and the efforts of the applicants to ensure applications meet the City's requirements, processing of development applications can be streamlined.

However, despite these efforts there will still be instances where proposals need to be revised in accordance with Town Planning Scheme, Residential Design Codes, Planning and Development (Local Planning Schemes) Regulations 2015 or Local Planning Policy requirements.

Applicants will be advised should revisions to an application be necessary.

Further Information

For further information, refer to the Planning section of the City's website where the following information is available:

- Town Planning Scheme No. 4
- Planning and Development (Local Planning Schemes) Regulations 2015
- Local Planning Policies
- Information Sheets
- Schedule of Fees and Charges
- P&D (LPS) Regs 2015
- Application for Development Approval
- Development Application Checklist
- Department of Agriculture WA Stocking Rate Guidelines for Rural Small Holdings here

Contact the City's Planning Services for further information.

Please note the information contained within this brochure is intended as a guide only. It is recommended that advice and assistance of City's Planning Services staff be sought prior to lodgement of a development application. The City of Armadale disclaims any liability for any damages sustained by a person acting on the basis of this information.

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