

appendices

Future Planning Committee



**Future Planning Committee
15 August 2018**

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8.1 Review of Local Planning Policies 1 and 37

LOCAL PLANNING POLICY 1

PUBLIC NOTIFICATION/ADVERTISING PROCEDURE

2.2.1. AIM

- a) The aim of this Policy is to set out the procedures to be fulfilled for the notification of the public and advertising of any matter relating to the Scheme, but not set out elsewhere.

2.2.2. POLICY

- a) For the purposes of the Scheme, an application which requires advertising shall be advertised in one or more of the following ways:
 - i. by placing an advertisement or advertisements in a newspaper circulating, at least weekly, in the area in which the land subject of the application is located;
 - ii. by placing a sign or signs displaying notice of the proposed development in a prominent position or positions on the land so that it can be clearly read from the adjoining streets;
 - iii. by posting a notice by mail to those owners and occupiers of land as are nominated by the Council; and
 - iv. in any other way or ways which, in the opinion of the Council, is or are appropriate in all circumstances.

2.2.3 ADDITIONAL MATTERS

- a) The Council is either to prescribe generally or to determine in each particular case the advertising details;
- b) For the purposes of this policy a notice to be published in a newspaper, forwarded to owners and occupiers or to be placed on site shall be in the format set out in the attached notice form;
- b) The applicant shall incur the costs related to and be required to produce evidence of having fulfilled the procedures of this policy, with the exception of posting of notices by mail which will be undertaken by the Council;
- d) An advertisement to be placed in a newspaper shall be advertised once a week for three consecutive weeks. The size of such advertisement(s) should be sufficient for people to read it clearly;
- e) The notice to be placed on a sign should consist of lettering 50mm high for the heading and 40mm high for the remainder on a sign being at least 600mm x 850mm. The sign(s) should be in place the same day as the first advertisement is published in a newspaper (where the Council requires a notice in a newspaper and on site) and must remain in place for at least seven days; and
- f) Notices to be posted to owners/occupiers are to be sent during the first week in which the newspaper advertisement appears (where there is a requirement to also place an advertisement in a newspaper).

2.2.4 APPENDIX

- a) Notice Form.

LOCAL PLANNING POLICY 37 - COMMUNITY CONSULTATION ON PLANNING PROPOSALS

INTRODUCTION

Council recognises that the way in which land or buildings are used or developed can affect the amenity of an area, ranging from a development that may have an impact upon a wider neighbourhood to one that may impact upon a single property only. Community consultation plays an important role in ensuring that those persons who may be affected by a *planning proposal* are involved in the application process by being given an opportunity to comment on the proposal, and allows for their comments to be considered as part of the decision-making process.

This policy provides guidance on the community consultation process for *planning proposals*, including when consultation will occur, the means and duration of consultation, and the manner in which Council will keep the community informed of the decision-making process.

Notwithstanding this policy, applicants are strongly encouraged to discuss proposals with nearby owners and occupiers prior to the submission of any *planning proposal*.

This policy is a Local Planning Policy prepared under deemed clauses 3 and 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 ('the Regulations').

OBJECTIVES

The objectives of this policy are:

- outline the process the Council will use when undertaking community consultation and considering submissions; and
- recognise the balance between the desire for the community to be informed and have reasonable opportunity for input into *planning proposals* and the administrative requirement to process *planning proposals* in an efficient manner and within prescribed statutory time frames.

SCOPE

This policy is applicable to the entire municipal area of the Town of Victoria Park and will be applied by the Town when making discretionary decisions relating to advertising of *planning proposals*. In circumstances where consultation is undertaken it will include both the owners and occupiers of properties that, in the opinion of the Town, may be impacted by the proposal and/or other stakeholders where these are identified. The

Policy also applies to planning proposals for which the Council is not the final decision making authority.

STATUTORY BACKGROUND

The Town of Victoria Park Town Planning Scheme No. 1, incorporating the deemed provisions in the Regulations, includes a number of clauses relating to community consultation for development applications, Structure Plans, Local Development Plans and Local Planning Policies. Many requirements relating to community consultation are mandatory while others provide the Town with discretion as to whether a proposal is to be advertised and the method of advertising. Specific planning strategies and projects will be the subject of their own consultation strategies.

Part 4 of the Residential Design Codes (R-Codes) requires that for residential developments, the Town notify potentially affected neighbours in certain circumstances. This is outlined in the table below. Furthermore it should be noted that an application for residential development which complies with the deemed-to-comply provisions of the R-Codes will not be subject to consultation.

RELATIONSHIP TO OTHER COUNCIL POLICIES

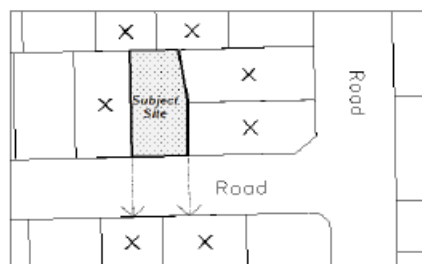
Council Policy GEN6 ‘Public Participation Policy’ provides a framework for Council to engage with the community in relation to any Town proposal or initiative. Policy GEN6 is based on the International Association for Public Participation (IAP2) Spectrum, core values and ethics.

This local planning policy complements Council Policy GEN6. In most instances, the level of public participation to be undertaken for planning proposals will be Level 2 ‘Consult’.

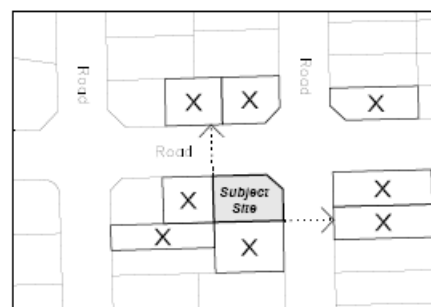
DEFINITIONS

‘Adjoining properties’ is to be determined by reference to Map 1, Map 2 or Map 3 below

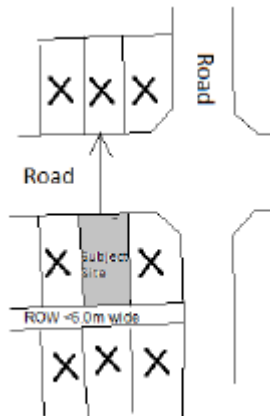
Map 1



Map 2



Map 3



‘Directly adjoining property’ means only the property(ies) with a boundary directly adjacent to that part of the building for which a variation is proposed. For example if a development proposes a reduced setback to the western lot boundary, then only the property to the west will be consulted.

‘Planning proposals’ in the context of this policy include development applications; Structure Plans; Scheme Amendments and Local Development Plans.

‘Significant application’ means:

- one which involves a significant exercise of discretion in terms of the Scheme, R-Codes or Council Policies; or
- one where the scale of the development is considered to be significantly different from the predominant and expected pattern of land use within the locality; or
- one that has potentially significant amenity impacts on nearby residential areas or neighbours in terms of visual impact, streetscape, privacy, noise, intensity of use, traffic generation and adequacy of parking.

‘Surrounding properties’ means those properties which fall wholly or partly within a 100m radius of the subject site

POLICY

The following provisions apply to community consultation on *planning proposals*:

1. Applications for development approval

Table 1 outlines the circumstances where an application for development approval will be the subject of community consultation and the methods and duration of consultation that will apply.

Community consultation will not be undertaken for an application that :

- (a) complies with applicable provisions of the Scheme, R-Codes or Local Planning Policies; or
- (b) varies requirements of the Scheme, R-Codes or Council Policies, that are not specifically identified as variations that require consultation under this Policy.

Table 1 – Consultation Requirements for Development Applications

LAND USE / DEVELOPMENT TYPE (Refer Note 2)				
DEVELOPMENT TYPE	COMMENT PERIOD	LETTERS	SIGN(S) ON SITE	NEWSPAPER
“X” (PROHIBITED) USE	NO CONSULTATION AS THE APPLICATION CANNOT BE APPROVED			
“AA” (DISCRETIONARY) USES Refer below for ‘Home Occupations’	14 days	To owners and occupiers of <i>adjoining properties</i> .	For whole of comment period (For development in Residential zone only, or Hotel, Motel or Tavern uses in any zone.)	N/A
	<u>Exemptions from consultation</u> Minor additions to a building approved as an ‘AA’ use, where the additions comply with applicable development standards.			
CHANGE OF NON-CONFORMING USE	14 days	To owners and occupiers of <i>surrounding properties</i> .	For whole of comment period	N/A
	<u>Exemptions from consultation</u> Minor additions to a building with non-conforming use rights, where the additions comply with applicable development standards.			
UNLISTED USES	21 days (minimum)	To owners and occupiers of <i>surrounding properties</i> .	For whole of comment period.	Yes – refer Clause 7
	<u>Exemptions from development approval</u> Minor additions to a building used as an Unlisted use, where the additions comply with applicable development standards			
HOME OCCUPATIONS	14 days	To owners and occupiers of <i>adjoining properties</i> only where the proposal is considered to have a possible adverse impact on the <i>adjoining properties</i> .	N/A	N/A

SIGNIFICANT APPLICATION	21 days	To owners and occupiers of properties within a 200m radius of the subject site.	For whole of comment period	Yes – refer Clause 7
PARKS AND RECREATION RESERVE, PUBLIC PURPOSE RESERVE AND CIVIC USE RESERVE - DEVELOPMENT BY LOCAL GOVERNMENT	14 days	To owners and occupiers of <i>adjoining properties</i> where it is considered by the Executive Manager Built Life or Manager Urban Planning that a particular development could have an impact on the amenity of the surrounding area (particularly adjacent residential uses)	If considered appropriate	N/A
SATELLITE DISHES where non-compliant with Local Planning Policy 19 – Satellite Dishes	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
TELECOMMUNICATIONS FACILITIES (excluding 'Low Impact' facilities)	21 days	To owners and occupiers of <i>surrounding properties</i> .	For whole of comment period	Yes – refer Clause 7
VEHICULAR ACCESS TO A PROPERTY VIA A ROW WHICH IS SUBJECT TO POSSIBLE FUTURE CLOSURE ACTION	14 days	To owners and occupiers of land abutting the ROW which is subject to a possible future closure action.	N/A	N/A
DEVELOPMENT OF PROPERTIES FRONTING ALBANY HIGHWAY IN A DISTRICT CENTRE OR COMMERCIAL ZONE WHICH PROPOSE DEMOLITION OF AN ORIGINAL SHOPFRONT.	14 days	To owners and occupiers of <i>adjoining properties</i> .	For whole of comment period	N/A
SIGNAGE WITHIN THE RESIDENTIAL ZONE THAT DOES NOT COMPLY WITH THE SIGNAGE LOCAL LAW	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
DEMOLITION OF A PROPERTY LISTED ON THE MUNICIPAL HERITAGE INVENTORY	14 days	To owners and occupiers of <i>surrounding properties</i> .	For whole of comment period	Yes – refer Clause 7

VARIATIONS FOR A NON-RESIDENTIAL DEVELOPMENT (Refer Note 2)				
	COMMENT PERIOD	LETTERS	SIGN(S) ON SITE	NEWSPAPER
VARIATIONS TO DEVELOPMENT STANDARDS OF THE SCHEME, PRECINCT PLAN OR LOCAL PLANNING POLICIES IN RELATION TO: <ul style="list-style-type: none"> • PLOT RATIO; • BUILDING HEIGHT; • SETBACKS; AND • ON-SITE PARKING PROVISION 	14 Days	To owners and occupiers of <i>surrounding properties</i> , or <i>directly adjoining properties</i> in the case of setback variations only.	N/A	N/A
	<u>Exemptions from consultation</u> A car parking shortfall, where there is no net increase in an existing parking shortfall.			

VARIATIONS FOR A MIXED USE DEVELOPMENT (Refer Note 2)				
	COMMENT PERIOD	LETTERS	SIGN(S) ON SITE	NEWSPAPER
VARIATIONS TO DEVELOPMENT STANDARDS OF THE SCHEME, PRECINCT PLAN OR LOCAL PLANNING POLICIES IN RELATION TO: <ul style="list-style-type: none"> • PLOT RATIO; • BUILDING HEIGHT; • SETBACKS; AND • ON-SITE PARKING PROVISION; • BOUNDARY WALLS (for residential component); • VISUAL PRIVACY (for residential component); • OVERSHADOWING (for residential component) 	14 Days	To owners and occupiers of <i>surrounding properties</i> , or <i>directly adjoining properties</i> in the case of setback variations only.	N/A	N/A
	<u>Exemptions from consultation</u> A car parking shortfall, where there is no net increase in an existing parking shortfall.			

VARIATIONS FOR A RESIDENTIAL DEVELOPMENT (Refer Note 2)				
	COMMENT PERIOD	LETTERS	SIGN(S) ON SITE	NEWSPAPER
SETBACKS TO PRIMARY STREET, SECONDARY STREET OR RIGHT-OF-WAY (BUT NOT INCLUDING COMMUNAL STREETS) Applications not complying with the Acceptable Development requirements of the Local Planning Policy – Streetscape in relation to street setback	14 Days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
	<u>Exemptions from consultation</u> (a) A carport in the Residential Character Study Area, a Weatherboard Precinct or Weatherboard Streetscape, which a minimum primary street setback of 1.5m or more but with an average setback of less than 6.0m. (b) A wall height variation to a wall with a pitched/gable roof, that would comply if measured from natural ground level to the underside of the eaves. (c) A front setback average of 5.8m or greater; (d) Porches or an entry feature to a secondary street with a setback of 1.5m or greater.			
SIDE SETBACKS: Setbacks not complying with the Deemed-to-Comply requirements of the Residential Design Codes	14 Days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A
	<u>Exemptions from consultation</u> (a) A ground floor side or rear setback variation, where the variation is no greater than 10% of the required minimum setback. (b) A wall exceeding a length of 9m due to the wall length including a boundary wall, where the wall is single storey and the side setback would comply if the length of boundary wall were not included. (c) A side or rear setback variation where the setback would be compliant if the wall height was measured from natural ground level to the underside of the eaves; (d) A side setback variation to an open sided carport including where the columns/posts are up to the boundary.			
BOUNDARY WALLS: Boundary walls not complying with the Acceptable Development requirements of the Local Planning Policy – Boundary Walls.	14 Days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A
	<u>Exemption from consultation</u> Structures with an open side adjacent to the boundary, if compliant with the wall height and length limitations prescribed by the Local Planning Policy – Boundary Walls.			

<p>PARKING: Applications proposing a lesser number of on-site car bays (including visitors bays) than required under the Deemed-to-Comply provisions of the Residential Design Codes or Local Planning Policies 23 or 30.</p>	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
<p>PLOT RATIO: Applications not complying with the plot ratio requirements outlined in the Deemed-to-Comply requirements of the Scheme or the Residential Design Codes.</p>	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
<p>BUILDING HEIGHT: Applications not complying with the requirements of the TPS Scheme or Precinct Plan, Residential Design Codes (Deemed-to-Comply standards) or Local Planning Policy 27</p>	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
<p><u>Exemptions from consultation</u> A wall height variation to a wall with a pitched/gable roof that would comply if measured from natural ground level to the underside of the eaves.</p>				
<p>RETAINING WALLS HIGHER THAN 500MM ABOVE NATURAL GROUND LEVEL</p>	14 days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A
<p>PRIVACY AND OVERLOOKING : Where the proposal does not comply with the Deemed-to-Comply requirements of the Residential Design Codes.</p>	14 days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A
<p>OVERSHADOWING: Applications not complying with the Deemed-to-Comply requirements of the Residential Design Codes or Local Planning Policy 36 – Climate Control (Energy Efficiency)</p>	14 days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A

OUTBUILDINGS: Applications not complying with the Deemed-to-Comply requirements of the Residential Design Codes in relation to floor area, wall height, ridge height or setbacks.	14 days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A
	<u>Exemptions from consultation</u> An outbuilding with a wall height of no more than 3.0m.			

Notes –

1. Exceptions to Table 1 where consultation will not be undertaken :

A new application for development approval which seeks to renew a previous approval issued, provided that the previous approval did not expire more than 12 months prior and provided that the design has not significantly changed or increased the extent of any non-compliances.

2. Where there is an inconsistency in the requirements under this Policy, then the greater consultation requirements apply. Additionally, if an application is deemed to be a *significant application* then the consultation requirements for *significant applications* prevail over the consultation requirements that would otherwise apply.

2. Scheme Amendments, Structure Plans and Local Development Plans

Scheme Amendments, Structure Plans and Local Development Plans are subject to the procedures outlined in the Planning and Development (Local Planning Schemes) Regulations 2015 (“the Regulations”).

Consultation is to be undertaken in accordance with the Regulations, relevant provisions of this Policy, and Table 2 below.

In the case of a proposed Scheme Amendment that proposes a change of zoning, residential density coding or building height, or an additional use on a site(s), that is not consistent with a Council approved strategy or policy, an approved Structure Plan, or Council’s strategic planning position, then Council will undertake community consultation for 21 days prior to determining whether or not to initiate a Scheme Amendment.

Table 2 – Consultation Requirements for Scheme Amendments, Structure Plans and Local Development Plans

	BASIC SCHEME AMENDMENT	STANDARD SCHEME AMENDMENT	COMPLEX SCHEME AMENDMENT	STRUCTURE PLAN AND LOCAL DEVELOPMENT PLAN (2)	LOCAL PLANNING POLICIES
TIME PERIOD	N/A	42 days (4)	60 days (4)	SP – 28 days (4) LDP – 14 days (4)	21 days
NEWSPAPER NOTICE	N/A	Yes (3)	Yes (3)	Yes	Yes
SIGN ON SITE	N/A	Yes (1); (3)	Yes (1); (3)	Yes	No
NOTICE TO OWNERS AND OCCUPIERS	N/A	Yes (1); (3)	Yes (1); (3)	Yes (1)	(1)
WEB SITE	N/A	Yes (3)	Yes (3)	Yes	Yes
NOTICE BOARD	N/A	Yes (3)	Yes (3)	No	No

Numbers in brackets refer to the following notes

- (1) The need for consultation, additional consultation, methods of consultation and/or extent of consultation will be determined by the Executive Manager Built Life or Manager Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area.
- (2) Includes both new proposals and amendments.
- (3) Relevant letters and notices are to contain wording which outlines that the Amendment is open for public comments and it should not be construed that final approval will be granted.
- (4) The duration of consultation may be increased at the discretion of the Executive Manager Built Life or Manager Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area.

3. Discretion to vary requirements

Notwithstanding the requirements outlined in Table 1, Table 2 and elsewhere in this Policy, the Executive Manager Built Life and/or Manager Urban Planning may require consultation to be undertaken, additional consultation, or alternative methods of consultation where it is considered appropriate based upon the nature of the development proposed.

4. Evidence of non-objection

In the case of development applications, consultation will not be undertaken by Council where the applicant provides a copy of the application plans/s including a certification by the owners and occupiers of the relevant property stating that they have no objection to the proposal. Signatures to this certification should include all persons shown as owners on the Town's Intramaps system (which is linked to the rate records). The certification must include:

- the full name of the owner/s or occupier/s certifying non objection clearly printed in capital letters and signature;
- a statement printed in block letters indicating the specific variation sought, that the plans have been viewed and that there is no objection to the proposal; and
- a current contact address and a contact telephone number printed in block letters, for all signatories.

At his or her discretion, a Council Officer may contact the owners and occupiers (by telephone where possible) to confirm that they have sighted and signed the plan(s).

With respect to Table 1, where consultation is in progress and written responses are received from all persons who have been notified of the proposal, then Council Officers will proceed with determining the application at this time rather than awaiting the conclusion of the advertising period.

5. Letters

Where consultation is to include the sending of letters, then this shall be the responsibility of Council. All identified owners and occupiers shall be individually sent a Council letter. The sending of a letter to a Strata Company only in lieu of directly notifying each individual property owner is not accepted. Council's consultation letter shall contain details of the following:

- i) the site and general nature of the proposals;
- ii) the nature of the discretionary decision or concern involved;
- iii) the availability of plans/information for viewing and how to access the plans electronically through the Town's website;
- iv) the last date by which any comments are to be lodged with the Council, and
- v) an invitation to comment on that part of the proposed development that is being consulted on.

6. Sign notice

Where a development application is to be advertised by way of a sign on-site, then the notice shall be in the format outlined in Attachment 1, and is to comply with the

requirements below. It is the responsibility of the applicant to arrange for installation of the sign and payment of associated costs.

- Each sign or signs displaying notice of the proposed development being in a prominent position or positions on the land so that it can be clearly read from the adjoining streets;
- The sign board being 1200mm x 1000mm, with black lettering on a white background. The sign(s) should be in place on the same day as consultation commences and is to remain on-site for the duration of consultation period.

7. Newspaper Notice

Notwithstanding Table 1, if it is determined under Clause 3 that a development application is to be advertised by way of a newspaper notice then the notice shall be in the format outlined in Attachment 1 and is to comply with the requirements below. It is the responsibility of the applicant to arrange for publication of the notice and payment of associated costs.

- To be published once a week for the duration of the consultation period, in a newspaper circulating, at least weekly, in the area in which the land subject of the application is located, with the size of such advertisement(s) being sufficient for people to read it clearly.

8. Holiday Periods

The consultation periods exclude all public holidays and Christmas Day to the day after New Years Day (inclusive).

9. Ownership Details

Council will rely on the ownership details displayed on the Intramaps system (which is linked to the rate records) for the purpose of notifying owners and occupiers of properties. Where the signatures of owners and occupiers are provided on plans submitted by the applicant the names of those signatories will be checked against Council records.

The onus is on the owners and occupiers of the properties within the Town to inform the Council in writing of any changes in their address details as and when these occur.

10. Requirement for strata company approval

Where the signature(s) of either the office-bearer of a strata company or the strata owners who appear on the rate records accompany a development application in a strata development, further consultation with owners or occupiers within the strata development will not be required. However, where the signature(s) of either the office-bearer of a strata company or the strata owners are not required on the

development application form but the proposal requires consultation, the owners and occupiers of the property within the strata development will be notified.

11. Display of plans for public comments

For all *planning proposals* that are the subject of community consultation, the Town will include relevant plans and documents (or links to plans and documents) on its website for the duration of the application period. Copies of plans or documents will not be provided to members of the public. Where considered necessary by council Officers, copies of relevant plans and documents will also be available for viewing at Council's Administration Centre.

The submission of a planning proposal for assessment by the Town is taken to be agreement for plans and/or documents to be displayed on the Town's website for viewing during the public consultation phase.

12. Community information sessions

A community information session on any *planning proposal* may be held where, in the opinion of the Executive Manager Built Life or Manager Urban Planning, such a session will assist the community's understanding of the proposal and would provide the opportunity to view plans and/or any relevant additional information.

The information session will be held during the public consultation period, normally at least one week prior to completion to enable participants to make a formal written submission to Council after the session.

13. Opportunity for applicant to respond to submitters

In the case of a development application, where an objection is received to the development, such objection will be verbally communicated to the applicant and that applicant will be given the opportunity to amend the proposal so as to overcome the objection or respond to the objection. If the applicant requests, a written summary of the comments is to be provided and the applicant given ten (10) days to respond to the Council.

14. Submissions reported to Council

Where a *planning proposal* is the subject of a report to a Council Meeting, the Officer's report will include a summary of the issues raised in any of the submissions received as part of the consultation process as well as the corresponding address details of the submission. Full copies of submissions will be made available to Elected Members but will not be made available to members of the public unless required by law.

15. Notification of Council’s decision determined under delegation

In the case of a development application determined under delegated authority, the authors of submissions will be advised in writing of the decision and a response to those matters raised in the submission.

16. Notification of submitters of consideration of a matter by Council

All parties who have made a submission on a *planning proposal* that will be considered at a Council Meeting, will be notified in writing of the time, date and particulars of the Elected Members Briefing Session and Ordinary Council Meeting at which the item is listed on the meeting agenda as well as instructions on to how to access the agenda prior to the scheduled meetings.

17. Notification of the Council’s decision

In the case of a *planning proposal* considered at a Council Meeting, the authors of submissions will be advised in writing of the decision of Council and any associated conditions or refusal reasons.

18. Planning proposals where the Council is not the final decision maker

Planning proposals which are required to be determined by other planning authorities for example the Metropolitan Central Joint Development Assessment Panel (DAP) or the Western Australian Planning Commission (WAPC) will be subject to the consultation procedures outlined in this Policy.

With respect to a development application to be determined by a DAP or the WAPC, the authors of all submissions:

- (a) will be informed of Council’s recommendation to the DAP or WAPC;
- (b) in the case of a DAP application, will be provided with instructions on how to access the agenda of the DAP meeting on the DAP website, and the date and venue of the DAP meeting at which the application will be considered; and
- (c) will be notified of the decision of the DAP or WAPC once the application is determined.

ATTACHMENT 1

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL

TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO 1

Notice is hereby given that (1) _____

has applied to the Town of Victoria Park for approval of (2) _____

on land situated at (3) _____

Any person wishing to comment upon this proposal can do so either via email to admin@vicpark.wa.gov.au in writing to the Chief Executive Officer, Town of Victoria Park, Locked Bag No 437 Victoria Park 6979. Public comments are to be made no later than

(4) _____

- (1) Insert name of applicant.
- (2) Insert the particulars of the proposed land use or development.
- (3) Insert the postal address and lot number of the land subject of the application.
- (4) Insert the date that submissions close.



INTRODUCTION

Council recognises that development within the Town may impact the amenity of neighbouring properties or the community as a whole. Community consultation plays an important role in ensuring that those who may be affected by a *planning proposal* are given an opportunity to comment on the proposal, and allows for their comments to be considered as part of the decision-making process.

This policy provides guidance on the community consultation process for *planning proposals*, including when consultation will occur, the means and duration of consultation, and the manner in which Council will keep the community informed of the decision-making process.

Notwithstanding this policy, applicants are strongly encouraged to discuss proposals with nearby owners and occupiers prior to the submission of any *planning proposal*.

POLICY SCOPE

This policy is applicable to the entire municipal area of the Town of Victoria Park and will be applied by the Town when making discretionary decisions relating to advertising of *planning proposals*. In circumstances where consultation is undertaken it will include both the owners and occupiers of properties that, in the opinion of the Town, may be impacted by the proposal and/or other stakeholders where these are identified. The Policy also applies to *planning proposals* for which the Council is not the final decision making authority.

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The objectives of this policy are to:

- (a) outline the process the Council will use when undertaking community consultation and considering submissions; and
- (b) recognise the balance between the desire for the community to be informed and have reasonable opportunity for input into *planning proposals* and the administrative requirement to process *planning proposals* in an efficient manner and within prescribed statutory time frames.

STATUTORY BACKGROUND

The Town of Victoria Park Town Planning Scheme No. 1, includes a number of clauses relating to community consultation for development applications, Structure Plans, Local Development Plans and Local Planning Policies. Many requirements relating to community consultation are mandatory while others provide the Town with discretion as to whether a proposal is to be advertised and the method of advertising.

Part 4 of the Residential Design Codes (R-Codes) requires that for residential developments, the Town may notify potentially affected neighbours in certain circumstances. These circumstances are outlined in the tables contained in this Policy.

RELATIONSHIP TO OTHER COUNCIL POLICIES

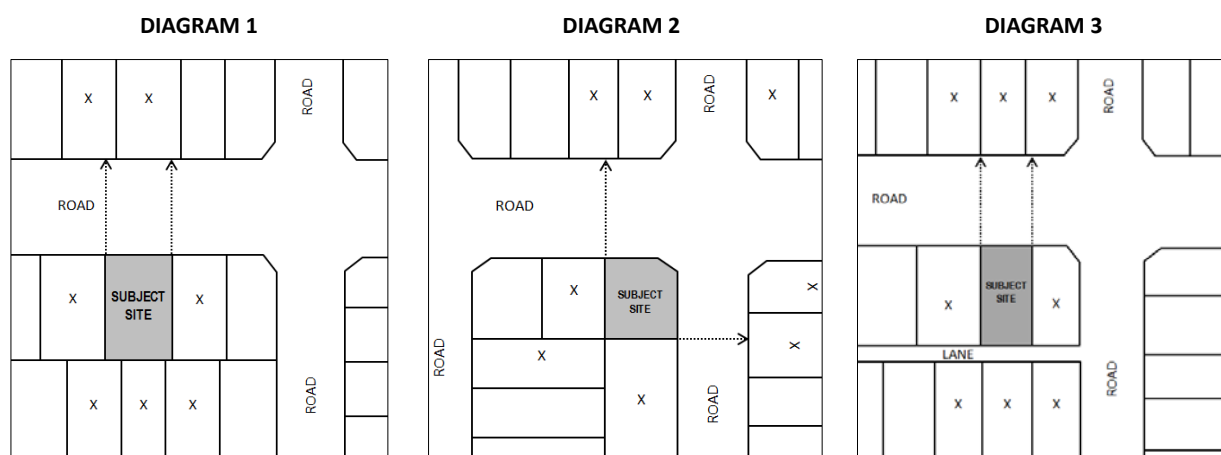
Council Policy GEN6 'Public Participation Policy' provides a framework for Council to engage with the community in relation to any Town proposal or initiative. This local planning policy complements Council Policy GEN6. In most instances, the level of public participation to be undertaken for *planning proposals* will be Level 2 'Consult'.

This Policy also aligns with the strategic outcomes of the Town's Strategic Community Plan, specifically Civic Leadership outcomes CL1 and CL2, which aim to ensure that members of the community:

- Receive information in various ways and at different times, that is easy to understand; and
- Are authentically engaged and informed in a timely manner.

DEFINITIONS

'Adjoining properties' (AP) is to be determined by reference to Diagrams 1 to 3 below:



'Directly adjoining property' means only the property(ies) with a boundary directly adjacent to that part of the building for which a variation is proposed. For example if a development proposes a reduced setback to the western lot boundary, then only the property to the west will be consulted.

'LPP' refers to an adopted Local Planning Policy of the Council.

'Online' where referred to as an applicable consultation method in Table 1 or Tables 2A, 2B, 2C or 2D includes advertising/display of the proposal on the Town's 'Your Thoughts' consultation, and where considered necessary may additionally include the Town's website or other online platforms.

'Planning proposal' in the context of this policy include development applications; Structure Plans; Scheme Amendments and Local Development Plans.

'Significant application' means a development application that:

- involves a significant exercise of discretion in terms of the Scheme, R-Codes or Council Policies; or
- proposes a scale of development is considered to be significantly different from the predominant and expected pattern of land use or development within the locality; or
- proposes development with potentially significant amenity impacts on nearby residential areas or neighbours in terms of visual impact, streetscape, privacy, noise, intensity of use, traffic generation and adequacy of parking.

‘Surrounding properties’ (SP) means those properties which fall wholly or partly within a 100m radius of the subject site, unless specified otherwise, in Table 1 and Tables 2A, 2B, 2C or 2D.

POLICY REQUIREMENTS

The following provisions apply to community consultation on *planning proposals*:

1. Scheme Amendments, Structure Plans and Local Development Plans

Community consultation in relation to Scheme Amendments, Structure Plans and Local Development Plans will be undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, relevant provisions of this Policy, and Table 1 below. Within Table 1 the ‘✓’ symbol denotes that a particular consultation method does apply and the ‘✗’ symbol denotes that a particular method does not apply;

Preliminary Consultation

In the case of a proposed Scheme Amendment that is not consistent with a Council approved strategy or policy, an approved Structure Plan, or Council’s strategic planning position, then Council will undertake community consultation for 21 days prior to determining whether or not to initiate a Scheme Amendment.

TABLE 1: Scheme Amendments, Structure Plans and Local Development Plans						
PROPOSAL TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS				
		LETTERS	SIGN(S) ON SITE	NEWS- PAPER	ONLINE	NOTICE BOARD
BASIC SCHEME AMENDMENT		Consultation not required				
STANDARD SCHEME AMENDMENT	42	✓*	✓*	✓	✓	✓
COMPLEX SCHEME AMENDMENT	60	✓*	✓*	✓	✓	✓
STRUCTURE PLAN	28	✓*	✓	✓	✓	✗
LOCAL DEVELOPMENT PLAN	14	✓*	✓	✓	✓	✗
LOCAL PLANNING POLICY	21	✓*	✗	✓	✓	✗

* The method(s) and extent of consultation will be determined by the Manager Development Services or Coordinator Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area.

2. Applications for Development Approval

(a) Consultation Requirements for Development Applications (Tables 2A to 2D)

- i. The circumstances where an application for development approval will be the subject of community consultation and the methods and duration of consultation that will apply are contained in Tables 2A, 2B, 2C and 2D below. Within Tables 2A to 2D the ‘✓’ symbol denotes that a particular consultation method does apply and the ‘✗’ symbol denotes that a particular method does not apply;
- ii. The requirements of more than one Table may apply to a development application. Where more than one category/circumstance applies to a particular development application, then the greater of the relevant consultation requirements shall apply.

(b) Circumstances where Community Consultation will not be required

Community consultation will not be undertaken for a development application that:

- i. Complies with all applicable provisions of the Scheme, R-Codes or Local Planning Policies; or
- ii. Proposes variations to Scheme, R-Codes or Council Policies that are not specifically identified in Tables 2A, 2B, 2C or 2D as requiring consultation; or
- iii. Seeks to renew a previous approval issued, provided that the previous approval did not expire more than 12 months ago and the design has not significantly changed or increased the extent of any non-compliances.

- (c) Notwithstanding (b) above, the Council may inform adjoining or surrounding properties of a *Significant Application* (by letter, email or other methods), advising them of the Council’s decision (or that of another relevant decision maker) in relation to that application.

TABLE 2A: LAND USE (Refer Note 1)					
LAND USE OR DEVELOPMENT TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS- PAPER
“X” PROHIBITED USES	NO CONSULTATION AS THE APPLICATION CANNOT BE APPROVED				
UNLISTED USES <u>Exemptions from consultation</u> Minor additions to a building used as an Unlisted use, where the additions comply with applicable development standards.	21	✓	✓ (SP)	✓	✓
CHANGE OF NON-CONFORMING USE <u>Exemption from consultation</u> Minor additions to a building with non-conforming use rights, where the additions comply with applicable development standards.	14	✓	✓ (SP)	✓	✗
“AA” DISCRETIONARY USES <u>Exemptions from consultation</u> (a) Minor additions to a building approved as an ‘AA’ use, where the additions comply with applicable development standards. (b) Home Occupations that do not involve activities generating any noise, traffic, odours, parking or customers to the site. *A Sign on Site is not required for a Home Occupation, Family Day Care or Residential Building (short term accommodation) in the Residential zone.	14	✓	✓ (AP)	✓*	✗



TABLE 2B: DEVELOPMENT TYPE (Refer Note 1)					
LAND USE OR DEVELOPMENT TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
SIGNIFICANT APPLICATIONS *Includes notice on Public Notices section of Council's Website. **Surrounding properties within 200m radius of the subject site.	21	✓*	✓ (SP**)	✓	✓
TELECOMMUNICATIONS FACILITIES (excluding exempt 'Low Impact' facilities)	21	✓	✓ (SP)	✓	✓
SATELLITE DISHES (where non-compliant with Local Planning Policy 19 – Satellite Dishes)	14	✓	✓ (AP)	✗	✗
SIGN(S) FOR A NON-RESIDENTIAL USE WITHIN A RESIDENTIAL ZONE (where non-compliant with a Local Law or Local Planning Policy applying to Signs)	14	✓	✓ (AP)	✗	✗
DEMOLITION OF A PROPERTY OR STRUCTURE THAT IS: - On a Heritage List adopted under the Scheme; - Located within a designated Heritage Area under the Scheme; or - Entered in the State Register of Heritage Places	14	✓	✓ (SP)	✓	✗
DEMOLITION OF AN ORIGINAL SHOPFRONT (where located on a property fronting Albany Highway in a District Centre or Commercial Zone)	14	✓	✓ (AP)	✓	✗
VEHICULAR ACCESS TO A PROPERTY VIA A R.O.W. (where the R.O.W. is subject to possible future closure action)	14	✓	✓*	✗	✗
DEVELOPMENT BY LOCAL GOVERNMENT OF A PARKS AND RECREATION RESERVE; PUBLIC PURPOSE RESERVE; OR CIVIC USE RESERVE *Where considered by the Manager Development Services or Coordinator Urban Planning that a particular development could have an impact on the amenity of the surrounding area (particularly adjacent residential uses)	14	✓	✓ (AP*)	✓*	✗

TABLE 2C: NON-RESIDENTIAL OR MIXED USE DEVELOPMENT (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
VARIATIONS TO SCHEME, PRECINCT PLAN OR LOCAL PLANNING POLICY DEVELOPMENT STANDARDS RELATING TO: - Plot ratio, Building Height; Setbacks; On-site Parking Provision; and - Boundary Walls, Visual Privacy, and Overshadowing for Residential component only <u>Exemptions from consultation</u> A car parking shortfall, where there is no net increase in an existing parking shortfall.	14	✓	✓ (SP*)	✗	✗



TABLE 2D: RESIDENTIAL DEVELOPMENT (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
<p>STREET SETBACKS: Applications not complying with the Acceptable Development requirements of LPP 25 – Streetscape in relation to Primary Street, Secondary Street and Right of Way setbacks.</p> <p><u>Exemptions from consultation</u></p> <p>(a) A carport in the Residential Character Study Area, a Weatherboard Precinct or Weatherboard Streetscape, with a minimum primary street setback of 1.5m but with an average setback of less than 6.0m;</p> <p>(b) A wall height variation to a wall with a pitched/gable roof, that would comply if measured from natural ground level to the underside of the eaves;</p> <p>(c) A front setback average of 5.8m or greater;</p> <p>(d) Porches or an entry feature to a secondary street with a setback of 1.5m or greater;</p> <p>(e) Variations to Communal Street setback requirements of LPP 25</p>	14	✓	✓ (AP)	✗	✗
<p>SIDE SETBACKS: Setbacks not complying with the Deemed-to-Comply requirements of the R Codes.</p> <p><u>Exemptions from consultation</u></p> <p>(a) Ground floor side or rear setback variation, where the variation is no greater than 10% of the required minimum setback.</p> <p>(b) A wall exceeding a length of 9m due to the wall length including a boundary wall, where the wall is single storey and the side setback would comply if the length of boundary wall were not included.</p> <p>(c) A side or rear setback variation where the setback would be compliant if the wall height was measured from natural ground level to the underside of the eaves;</p> <p>(d) A side setback variation to an open sided carport including where the columns/posts are up to the boundary.</p>	14	✓	✓ (AP*)	✗	✗
<p>BOUNDARY WALLS: Boundary walls not complying with the Acceptable Development requirements of Local Planning Policy 26 – Boundary Walls.</p> <p><u>Exemption from consultation</u></p> <p>Structures with an open side adjacent to the boundary, if compliant with the wall height and length limitations prescribed by the Local Planning Policy – Boundary Walls.</p>	14	✓	✓ (AP*)	✗	✗
<p>PARKING: Applications proposing a lesser number of on-site car bays (including visitors bays) than required under the Deemed-to-Comply provisions of the R-Codes, LPP 23 or LPP 30</p>	14	✓	✓ (AP)	✗	✗
<p>PLOT RATIO: Applications not complying with the plot ratio requirements outlined in the Deemed-to-Comply requirements of the Scheme or the R-Codes.</p>	14	✓	✓ (AP)	✗	✗
<p>BUILDING HEIGHT: Applications not complying with the requirements of the TPS Scheme or Precinct Plan, R- Codes (Deemed-to-Comply requirements) or LPP 27</p> <p><u>Exemptions from consultation</u></p> <p>A wall height variation to a wall with a pitched/gable roof that would comply if measured from natural ground level to the underside of the eaves.</p>	14	✓	✓ (AP)	✗	✗



TABLE 2D: RESIDENTIAL DEVELOPMENT (CONTINUED) (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS- PAPER
RETAINING WALLS HIGHER THAN 500MM ABOVE NATURAL GROUND LEVEL	14	✓	✓ (AP*)	✗	✗
<i>*directly adjoining properties only</i>					
PRIVACY AND OVERLOOKING	14	✓	✓ (AP*)	✗	✗
*Where the proposal does not comply with the Deemed-to-Comply requirements of the R-Codes.					
OVERSHADOWING: Applications not complying with the Deemed-to-Comply requirements of the R-Codes or LPP 36 – Climate Control (Energy Efficiency)	14	✓	✓ (AP*)	✗	✗
<i>*directly adjoining properties only</i>					
OUTBUILDINGS: Applications not complying with the Deemed-to-Comply requirements of the Residential Design Codes in relation to floor area, wall height, ridge height or setbacks. <u>Exemptions from consultation</u> An outbuilding with a wall height of no more than 3.0m.	14	✓	✓ (AP*)	✗	✗
<i>*Directly adjoining properties only</i>					

Note 1: Where there is an inconsistency in the requirements under this Policy, then the greater consultation requirements apply. Additionally, if an application is deemed to be a *significant application* then the consultation requirements for *significant applications* prevail over the consultation requirements that would otherwise apply.

3. Discretion to vary requirements

Notwithstanding Table 1 and Tables 2A, 2B, 2C and 2D, the Town may require consultation to be undertaken, or require additional consultation (method and/or duration), where it is considered appropriate based upon the nature of a particular *planning proposal*.

4. Holiday Periods

The consultation period for any *planning proposal* excludes all public holidays and the whole of the weeks in which Christmas Day to the day after New Year's Day (inclusive) falls.

5. Evidence of non-objection

- (a) In the case of development applications, consultation will not be required where the applicant provides a copy of the application plans(s) with certification from the owners and occupiers of the relevant property(ies) stating no objection to the proposal. Such certification must include a clearly printed and signed statement containing the following:
- i. A list of the specific variation(s) or aspect(s) of the development for which consultation would otherwise be required;
 - ii. A statement that the plans have been viewed and there is no objection to the proposal;
 - iii. The full name of the owner/s or occupier/s of the relevant properties;
 - iv. Signatures of all persons shown as owners on the Town's IntraMaps system (which is linked to the rate records);
 - v. a current contact address and telephone number for all signatories.
- (b) Council Officers (at their discretion) may contact the owners and occupiers (by telephone where possible) to confirm that they have sighted and signed the plan(s), and will be checked against available Council records to ensure all relevant signatories have been provided.



- (c) With respect to Tables 2A, 2B, 2C and 2D, where the consultation period is yet to conclude but written responses have already been received from all relevant persons notified of the proposal, then Council Officers may proceed to determine the application without awaiting the conclusion of the advertising period.

6. Ownership Details

- (a) Council will rely on the ownership details displayed on the IntraMaps system (which is linked to the rate records) for the purpose of notifying owners and occupiers of properties.
- (b) It is the responsibility of the owners and occupiers of the properties within the Town to inform the Council in writing of any changes in their address details as and when these occur.

7. Requirement for consultation within a strata development

- (a) Where a development application requires community consultation in accordance with Clause 2 and any of Tables 2A to 2D, and the proposal is located within a strata development, consultation with the owners and occupiers of all properties within the strata development will be undertaken except where the development application form is signed by all strata owners who appear on the rate records held by the Council. The sending of a letter/email to a Strata Company only in lieu of directly notifying each individual property owner is not accepted.
- (b) In all instances, Council Officers will notify the owners and occupiers of the properties within the strata development of the determination of the development application.

8. Letters and Email Notices

- (a) Where consultation for a *planning proposal* includes the sending of letters or emails (where email addresses are known and available), then this shall be the responsibility of Council, and will be sent at the commencement of the consultation period or the first week in which any required newspaper notice is published.
- (b) Letter or emails are to be sent to both the owners and occupiers of the adjoining or surrounding properties specified in Table 1 and Tables 2A, 2B, 2C and 2D.
- (c) Council's consultation letter/email notice shall contain the following:
 - i. the site and general nature of the proposal;
 - ii. the nature of the discretionary decision or concern involved;
 - iii. the availability of plans/information for viewing and how to access the plans and other relevant documents online from the Town's website, 'Your Thoughts' consultation hub or other platforms;
 - iv. the last date by which any comments are to be lodged with the Council;
 - v. an invitation to comment on that part of the proposal that is being consulted on; and
 - vi. a statement that it should not be construed that final approval will be granted for the proposal.

9. Sign(s) on Site

- (a) It is the responsibility of the applicant to arrange for installation of the sign(s) and payment of associated costs.
- (b) The sign board(s) is to be professionally prepared, constructed of aluminium composite material (ACM), acrylic, corflute or similar weather-resistant material. Alternative materials may be considered at the discretion of the Coordinator Urban Planning, such as where the sign is to be displayed from a shopfront window in direct view of the street.



- (c) Where a development application is to be advertised by way of a sign on-site, then the notice shall be in the format outlined in Appendix 1 and comply with the below:
 - i) The sign(s) being in a prominent position(s) on the land so that it can be clearly read from the adjoining streets;
 - ii) The sign board(s) being 1200mm x 1000mm, with black lettering on a white background;
- (d) The sign(s) should be in place on the same day as consultation commences and is to remain on-site for the duration of the consultation/comment period.
- (e) The applicant is to submit evidence, such as dated photographs, of all required signs on the site, no later than five (5) working days following installation.

10. Newspaper Notice

- (a) If a development application is required to be advertised by way of a newspaper notice then it shall be in the format outlined in Appendix 1 and comply with the below:
 - i. Be published once a week for the duration of the consultation period, in a newspaper circulating, at least weekly, in the area in which the land subject of the application is located; and
 - ii. The size of such advertisement(s) being sufficient for people to read clearly;
- (b) It is the responsibility of the applicant to arrange for publication of the notice and payment of associated costs.
- (c) The applicant is to submit evidence of the newspaper notice being published, no later than five (5) working days following its publication.
- (d) The Town will arrange for publication of any required newspaper notices for a *planning proposal* listed in Table 1.
- (e) The applicant shall reimburse the Town for payment of associated costs for publication of any newspaper notices for a *planning proposal* listed in Table 1.

11. Display and Viewing of Plans

- (a) Community consultation for all *planning proposals* will include relevant plans and documents (or links to plans and documents) on Council's website, 'Your Thoughts' consultation hub or other online platforms for the duration of the consultation period.
- (b) Copies of relevant plans and documents will be made available for viewing at Council's Administration Centre upon request, or in extenuating circumstances may be mailed upon request.
- (c) The submission of a *planning proposal* for assessment by the Town is taken to be agreement for plans and/or documents to be displayed, viewed or circulated in accordance with (a) to (b) above, for the duration of the consultation period.

12. Community Information Sessions

- (a) A community information session on any *planning proposal* may be held by Council Officers, where it is considered by the Town, that it will assist the community's understanding of the proposal and provide increased opportunity to view plans and any relevant additional information.
- (b) The community information session will be held at least one week prior to conclusion of the consultation period.

13. Submissions received by Council



- (a) Where a *planning proposal* is the subject of a report to a Council Meeting or other decision maker, the Officer's report will include a summary of the submissions received during the consultation period, along with an accompanying response from Council Officers considering the issues raised in the submissions.
- (b) Full copies of submissions will be made available to Elected Members but will not be made available to members of the public unless required by law.
- (c) All submissions received in relation to a planning proposal will be communicated by Council Officers to the applicant, with full copies (with personally identifying information removed) of submissions being provided to the applicant upon request.
- (d) The applicant will be provided with a minimum of ten (10) days to respond to any objection(s) received during the consultation period and/or amend a planning proposal in order to overcome the objection(s).

14. Notification of Submitters

Those persons who lodge a submission in a relation to a *planning proposal* will receive written notification of:

- (a) The decision of Council Officers where the proposal is a development application determined under delegated authority, along with a response to the matters raised in their submission;
- (b) The time, date and particulars of the Elected Members Briefing Session and Ordinary Council Meeting, where the *planning proposal* will be considered/determined by the Council, with notification to include instructions on how to access the agenda prior to the scheduled meetings.
- (c) The decision of the Council, where the *planning proposal* was considered at a Council Meeting, and any associated conditions of approval or reasons for refusal.

15. Planning proposals where Council is not the final decision maker

- (a) *Planning proposals* which are required to be determined by other planning authorities, for example the Metropolitan Central Joint Development Assessment Panel (DAP) or the Western Australian Planning Commission (WAPC), will be subject to the consultation procedures outlined in this Policy.
- (b) Those persons who lodge a submission in a relation to a *planning proposal* to be determined by the DAP or WAPC will receive written notification of:
 - i. Council's recommendation to the DAP or WAPC;
 - ii. Instructions on how to access the agenda of the DAP meeting on the DAP website, and the date and venue of the DAP meeting, where the proposal is to be considered by the DAP; and
 - iii. The decision of the DAP or WAPC once the proposal is determined.

16. Review of Applications by State Administrative Tribunal (SAT)

- (a) Development application decisions subject to an application for review by the SAT will be subject to the community consultation requirements contained in Tables 2A, 2B, 2C and 2D where the review:
 - i. Includes consideration of an amended proposal that introduces new, or increases the extent of, any previously proposed non-compliances; or
 - ii. where deemed appropriate by the Manager Development Services or Coordinator Urban Planning.



- (b) Those persons who lodge a submission in relation to a development application reviewed by the SAT (during the consultation for the original application, or consultation carried out in accordance with (a) above) will be notified as per Clause 14 of this Policy.

VERSION CONTROL

Date Initially Adopted :	Former Administrative Policy GEN3 'Community Consultation' – adopted 28 September 1999
Date(s) Amended :	1. Adopted as Local Planning Policy 37 at Ordinary Council Meeting 8 November 2016.



APPENDIX 1

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL

TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO. 1

Notice is hereby given that (1) _____

has applied to the Town of Victoria Park for approval of (2) _____

on land situated at (3) _____

Any person wishing to comment upon this proposal can do so either via email to admin@vicpark.wa.gov.au or in writing to the Chief Executive Officer, Town of Victoria Park, Locked Bag No 437 Victoria Park WA 6979. Public comments are to be made by no later than (4) _____.

-
- (1) *Insert name of applicant.*
 - (2) *Insert the particulars of the proposed land use or development.*
 - (3) *Insert the postal address and lot number of the land subject of the application.*
 - (4) *Insert the date that submissions close.*

