

## Scheme Amendment Request

### What is a Town Planning Scheme?

Local Planning Schemes are made under Part 5 of the *Planning and Development Act 2005*, which sets out the general objectives of schemes, the matters which may be addressed and the requirements for review.

Where schemes involve the zoning or classification of land, they are required to reflect the *Planning and Development (Local Planning Scheme) Regulations 2015*. Importantly, there are some sections of the scheme which are 'deemed provisions' and cannot be changed.

Schemes include a variety of zones and accompanying statutory planning provisions which combine to provide for control of land use and development. This combination reflects a set formula of land use possibilities and zoning arrangements, with the intent being that the formula achieves the aims of the Scheme, which itself is derived from the strategic vision of the Local Planning Strategy.

### What is a Scheme Amendment?

From time to time, it becomes necessary to amend the City's Local Planning Scheme No. 3 (the Scheme). When a change is proposed or made to the Scheme, it is referred to as a Scheme Amendment. These changes can be proposed by landowners, the City itself or State Government agencies. The decision to initiate a Scheme Amendment is however at the discretion of the City (which has no appeal rights), and once initiated the City becomes responsible for progressing a Scheme Amendment through to the Western Australian Planning Commission and ultimately the Minister for Planning.

Scheme amendments occur for a variety of different reasons including:

- a change in zoning to accommodate development;
- a change in the residential density coding to increase residential density;
- a change in the Scheme's wording to ensure more effective planning;
- to implement the strategic vision of the Local Planning Strategy; or
- to ensure orderly and proper planning.

## Spot rezoning?

The planning system has a general presumption against changing the zoning of individual lots ('spot rezoning') independent of a broader zoning or local planning strategy. Scheme Amendment requests should relate to a broader, more logical area, or be considered as part of a major Scheme review in the interests of orderly and proper planning.

## Should I engage a Town Planning Consultant?

Given the complexity of the Scheme Amendment process, it is usually advisable for an applicant to engage a suitably experienced Planning Consultant who can fully address all relevant issues in the initial Scheme Amendment request and subsequent stages.

**Appendices A and B** of this information sheet outline the type of information required to be submitted for a Scheme Amendment proposal.

## Scheme Amendment Fee

Fee estimates are calculated in accordance with the Planning and Development Regulations 2009. Upon lodgement of a Scheme Amendment and prior to a Scheme Amendment being initiated by Council at an Ordinary Meeting the minimum fee is to be paid to the City of Kalamunda. The applicable fee is calculated by estimating the staff time and resources necessary to process and consider the Scheme Amendment. The applicant will be provided with an appropriate acknowledgment letter and invoice by the City at this stage.

The following minimum fees apply to each type of Scheme Amendment:

- Standard Amendment: \$2,500
- Complex Amendment: \$5,000

Please note that the fees may vary according to the complexity of the amendment proposed and any additional hours logged by City staff.

A record of costs will be kept in accordance with the Planning and Development Regulations 2009.

## Scheme Amendment Process

Section 75 of the Planning and Development Act 2005 provides for local governments to amend a local planning scheme. A Scheme Amendment becomes operative when approved by the Minister for Planning and published in the Government Gazette.

The procedure for amending a Town Planning Scheme is set out in the State Government's Planning and Development (Local Planning Schemes) Regulations 2015.

There are different timeframes applicable depending on whether the amendment is categorised as a Basic, Standard or Complex amendment. The descriptions of these amendments are described in **Appendix D**.

The Scheme Amendment process and timelines are set out in **Appendix E**.

## Appendix A

Recommended information to be submitted with initial request to amend Town Planning Scheme No.3

There is no specific application form to lodge a request to amend the City's Town Planning Scheme. However, it is considered important that an initial request be supported by the following information:

Explanatory letter and/or report including:

- the address of the subject lot or lots;
- an accurate description of the requested change in zoning, density coding or other amendment to the Scheme;
- the reasons for the request;
- justification for the application (referencing any applicable Council strategies or policies);
- likely effect (if any) of the proposal on surrounding land, in terms of building form, traffic, access, and the proposed use of the land generally;
- Concept plans or other supporting information further clarifying the purpose of the requested change may be required; and
- Initial Scheme Amendment fee

The initial request, including full justification and explanation, plus initial fee, should be mailed to the:

**Chief Executive Officer**

**City of Kalamunda**

PO Box 42 Kalamunda WA 6926

## Appendix B

### Recommend Table of Contents for Scheme Amendment Report

The following 'Table of Contents' and 'Table of Figures' aims to guide applicants in the preparation of their Scheme Amendment proposal report. The City strongly recommends that applicants follow this standard format, as it will assist in ensuring that all relevant information is included within the report. It should be noted however that this list is not definitive and additional sections and/or figures may be required in relation to specific amendment proposals. In some cases, the information may not be required if it has no relevance to the proposed scheme amendment. If uncertain, please contact Strategic Planning to discuss.

**\*Note:** Five (5) copies of Scheme Amendment document are required should Council resolve to initiate the Amendment.

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## Appendix C

Extracted from Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015

### Categorises of Scheme Amendments

**Basic amendment** means any of the following amendments to a local planning scheme —

- a) an amendment to correct an administrative error;
- b) an amendment to the scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme;
- c) an amendment to the scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2;
- d) an amendment to the scheme so that it is consistent with any other Act that applies to the scheme or the scheme area;
- e) an amendment to the scheme so that it is consistent with a State planning policy;
- f) an amendment to the scheme map to include a boundary to show the land covered by an improvement scheme or a planning control area;
- g) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan;
- h) an amendment that results from a consolidation of the scheme in accordance with section 92(1) of the Act;
- i) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area if the amendment will have minimal effect on the scheme or landowners in the scheme area;

**complex amendment** means any of the following amendments to a local planning scheme —

- a) an amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- b) an amendment that is not addressed by any local planning strategy;
- c) an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;
- d) an amendment made to comply with an order made by the Minister under section 76 or 77A of the Act;
- e) an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan;

**standard amendment** means any of the following amendments to a local planning scheme —

- a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- c) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;
- d) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all the types that are outlined in the plan;
- e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- g) any other amendment that is not a complex or basic amendment.

## Appendix D

### Local Planning Scheme Amendments Proceed and Indicative Timelines

Action	Approximate Time Frame		
	Basic	Standard	Complex
1 <b>Preliminary discussion</b> Applicant and City officers discuss merits of proposal prior to formal lodgement	(not included in this timeframe estimate)		
2 <b>Scheme Amendment request lodged</b> Request acknowledged, registered electronically, allocated to officer and fee determined	1 Week		
3 <b>Internal Assessment</b> Subject to receipt of fee, Scheme Amendment request referred to internal departments for comment. Officer to consolidate comments and provide response to applicant requesting modifications/more information (if required)	3 Weeks		
4 <b>Council Report and Resolution</b> Officer prepares report to Council for consideration to initiate Scheme Amendment. Council resolve whether to initiate Amendment (with or without modifications) or not to proceed with the Amendment. (Note: Ordinary Council Meetings are held on a monthly basis except January)	4 Weeks		
5 <b>Referral to Environmental Protection Authority (EPA) and Western Australian Planning Commission (WAPC)</b> Upon receipt of satisfactory documents, Scheme Amendment referred to EPA for comment and approval to advertise.  All amendments are sent to WAPC, if complex for consent to advertise (others as FYI)	4 Weeks	4 Weeks	6 Weeks
6 <b>Advertising</b> Following receipt of consent to advertise from EPA, Scheme Amendment is advertised via local newspaper, letters to affected landowners and service authorities/government agencies, on City's website, within City buildings and signs on site (if required).	N/A	42 Days	60 Days
7 <b>Assess Submissions</b> Officer assesses any submissions received during advertising period and prepares a schedule of submissions to supplement report to Council.	N/A	1 Week	1 Week

8	<b>Council Report</b> Officer prepares report to Council with recommendation to either proceed with final approval, proceed with modification, not to proceed.	N/A	4 Weeks	4 Weeks
9	<b>Council Decision</b> Council resolve to either adopt, adopt with modifications or refuse Scheme Amendment. Officer notifies applicant and submitters of Council resolution.		1 Week	
10	<b>Referral to WAPC</b> Scheme Amendment referred to WAPC for Minister for Planning consideration.		1 Week	
11	<b>Minister for Planning Decision</b> Minister for Planning may approve, approve with modification or refuse Scheme Amendment. If major modifications are required, re-advertising of Scheme Amendment may occur at this stage.	42 Days	60 days	90 Days
12	<b>Final Approval and Gazettal</b> If Minister for Planning grants approval, Scheme Amendment is published in the Government Gazette (date when amendment legally comes into effect). Officer notifies applicant and submitters of Scheme Amendment gazettal.			
<b>Total</b>		23 Weeks (<6 months)	32 Weeks (8 Months)	41 Weeks (~10 months)