

Consultation for Town Planning Proposals

VERSION 4

August 2026

town planning services

Version	Adoption	Comment
1	10 July 2007 Council Item DS001	Final – No objections received during advertising.
2	8 December 2009 Council Item SC131	Final – No objections received during advertising.
2	1 July 2011 Council Item SC001	Final – Readopted under the new City of Greater Geraldton.
3	15 December 2015 Council Item DRS242	Readopted under the new LPS No. 1.
4	25 August 2026 Council Item DS103	LPP Updated following review

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1.0 CITATION

This is a local planning policy prepared under the *Planning and Development (Local Planning Schemes) Regulations 2015* and the City of Greater Geraldton Local Planning Scheme No. 1 ('the Scheme'). It may be cited as *Local Planning Policy No. 3.1 Consultation for Town Planning Proposals (LPP No. 3.1)*

2.0 INTRODUCTION

'Engagement and consultation are important components of the planning process that help to shape, inform and influence decisions on both plan-making and development processes. The appropriate type and level of engagement and consultation will differ for the different types of planning processes and ultimately be informed by the level of influence that stakeholders can have on the overall outcome and decision.

For example, strategic and statutory plan-making processes (such as Local Planning Strategies and Schemes, Precinct Structure Plans etc) can benefit greatly from collaborative and involved engagement, whilst development application processes are more commonly associated with an 'inform, consult and/or involve' consultation approach. Generally speaking, the more strategic and higher order the document, the greater the level of influence that stakeholders can have.' (Guide to Best Practice Planning Engagement in Western Australia, Department of Planning, Lands and Heritage)

The State Government is pursuing a reform agenda which is guided by the 2019 Action Plan for Planning Reform (Action Plan). The reform agenda aims to deliver a modern planning system which creates great places for people, is easy to understand and is consistent and efficient. The desired outcomes from the reform agenda, include to reinforce 'the importance of early opportunity for community consultation in planning and development decision' and 'better engagement with the community to ensure the development vision and associated planning documents align with local aspirations'.

The Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015, set out minimum statutory timeframes for the advertising of a range of activities including the preparation of State Planning Policies, Local Planning Schemes, Local Planning Policies, Precinct Structure Plans, Local Development Plans and Development Applications. The Residential Design Codes Volumes 1 and 2 also contain provisions relating to the advertising of proposals to adjoining landowners.

This policy has been developed considering the State Government planning reform agenda and the Guide to Best Practice Planning Engagement in Western Australia. The provisions of this policy seek to provide specific clarification regarding the City's approach to engagement.

In addition to the various reforms and legislative changes at the state government level, it is recognised that communication between applicants and adjoining owners prior to the lodgement of a development application can result in improved outcomes which respond to the needs of all parties. Applicants are strongly encouraged to discuss proposals with adjoining owners and occupiers prior to the submission of any development application.

This policy should be read in conjunction with:

- *Planning and Development Act*
- *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations)
- *Residential Design Codes Volumes 1 and 2*

3.0 APPLICABLE DEVELOPMENT

This policy applies to the entire municipal area of the City of Greater Geraldton and will be applied by the City when making discretionary decisions relating to advertising of planning proposals including development applications (DA's), new and amendments to existing local planning policies and structure plans.

In circumstances where advertising is undertaken, it will include both owners and occupiers of properties that, in the opinion of the City, may be affected by the proposal and/or other stakeholders where these are identified. This policy also applies to planning proposals for which the City is not the final decision-making authority.

4.0 OBJECTIVES

- a) To provide for a consistent approach to the advertising of planning proposals.
- b) To balance the need for community to provide input into planning proposals and the administrative need to undertake them in an efficient manner within statutory timeframes.
- c) To encourage early communication between applicants and adjoining landowners prior to the lodgement of a development application.
- d) To outline the process the local government will use when undertaking consultation and considering submissions.

5.0 POLICY MEASURES

The City has the discretion to publicly advertise a planning proposal unless the Regulations stipulate otherwise.

The decision to advertise a planning proposal will be determined in consideration of the requirements of the Regulations and (in the opinion of the City):

- a) the likely extent of the impact of the planning proposal;
- b) the degree to which the proposal is consistent with the planning framework; and
- c) the degree to which members of the community will be able to contribute meaningfully to the process'

Table 1 identifies the criteria that will be taken into consideration when the City is exercising discretion under the Regulations in relation to advertising a planning proposal.

Table 1 Exercising discretion in relation to advertising planning proposals

Consideration	No advertising	May advertise	Will advertise
Land Use	P&D uses *	P&D uses *	P&D uses *
Conditions	Any development where the proposal is determined: (a) to be generally consistent with the outcomes intended for the subject site by the Strategy Plan and Local Planning Scheme, and (b) as having: (i) no predictable detrimental impact on the character or amenity of the locality, or (ii) a predictable detrimental impact on the character or amenity of the locality that can be appropriately managed, including through the conditioning of a development approval.	Any development where the proposal is determined: (a) to be generally consistent with the outcomes intended for the subject site by the Strategy Plan and Local Planning Scheme, and (b) as likely to have an impact on adjoining properties and further information from adjoining owners/occupier would assist the assessment, including in: (i) determining the likely level of impact, and/or (ii) whether impacts can be appropriately managed, and/or (iii) how impacts should be managed.	Any development that would result in a significant departure from the outcomes intended for the subject site by the Strategy Plan and Local Planning Scheme.

* Uses classified as P and D by the zone table within the City of Greater Geraldton Local Planning Scheme No.1.

5.1 Forms of Notification

- 5.1.1 Where a planning proposal is identified as requiring consultation due to potential impacts on specific properties adjoining, directly opposite or within proximity to the subject site, the owners and occupiers of those properties will be notified of the opportunity to comment on the planning proposal.
- 5.1.2 Where a planning proposal is identified as requiring consultation due to potential impacts and the extent of the area impacted is unable to be accurately defined, members of the community will be notified of the opportunity to comment by one or more of the following methods:

- a) publication of a notice of the development proposal in a newspaper circulating in the area that the planning proposal relates to.
- b) display of a notice of the planning proposal in a City office.
- c) sign(s) placed in a prominent position(s) on the site (where the planning proposal is site specific).

5.2 Informal Consultation

- 5.2.1 Where an affected landowner/occupier is consulted by the proponent of a development proposal, evidence of the acceptability of the proposal should be provided by way of a signed letter of no-objection and endorsement by way of no-objection comment, signature, printed name and full address on a copy of the plan(s) submitted for approval.
- 5.2.2 Where suitable evidence of informal consultation is provided, the City may waive the need for formal advertising of a proposal and proceed to making a determination.

5.3 Consideration of Submissions

- 5.3.1 Submissions should be lodged in writing via email, letter or the City's website.
- 5.3.2 Submissions should be limited to relevant planning matters. Table 2 provides guidance on what could be considered Relevant and Non-Relevant Planning Matters.
- 5.3.3 While not detracting from the substance of any submission, all submissions received will be summarised when a report to Council or other relevant decision-makers is required.
- 5.3.4 Submissions shall be treated in confidentiality (unless otherwise prescribed by the relevant legislation), however Councillors may request a copy of submissions.
- 5.3.5 Once a determination of the matter has been made, notification will be provided to each submitter advising of the determination.
- 5.3.6 Where appropriate the local government may advise of the date where the matter is to be determined or place an advertisement in the local paper and/or Council website, providing public advice as to the outcome of the matter.

Table 2 - Relevant and Non-Relevant Planning Matters

Relevant Planning Matters	Non Relevant Planning Matters
a) Matters to be considered under Clause 67 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations); and/or b) The requirements of Local Planning Scheme No.1 or applicable Planning Instrument (Activity Centre Plan, Structure Plan, Local Development Plan, or Planning Code or Planning Policy) which requires the decision maker to exercise judgement; and/or c) Any development standard requiring the decision maker to exercise judgement against the Design Principles of the R-Codes.	a) Perceived loss of property value; b) Private disputes between neighbours including access and egress and easements; c) Dividing fence issues; d) Matters that are usually dealt with by the building permit or subsequent approval/licence process; e) Impact of construction work; f) Trade competition concerns (in most circumstances); g) Personal morals or views about the applicant; h) Matters that are controlled under other legislation.

6.0 DEFINITIONS

Adjoining means any land (or owner of land) which abuts a site that is the subject of a planning proposal or is separated from the site only by a pathway, driveway, right-of-way or similar thoroughfare (excluding a public road reserve).

Affected Person means a person who owns (or occupies) land that:

- a) adjoins the site of a planning proposal, or
- b) may be detrimentally affected by the planning proposal.

Nearby Land means any land (other than adjoining land) which may be adversely affected by a proposal and, where appropriate, may include owners (or occupiers) within a neighbouring local government.

Notify means communication by the local government or the proponent of a proposal containing relevant information about the proposal for the purpose of advice or seeking comment.

Relevant Information means the principle details of a proposal sufficient to describe the proposal and its potential impacts. Each notification is to provide further information as to where and when full particulars of the proposal can be inspected during the period which comments are sought.

Planning proposal means a formal request or initiative intended to influence, guide, or regulate land use, development, or planning outcomes within the Western Australian Planning Framework. It encompasses any submission that seeks approval for land use or development, or proposes changes to statutory or strategic planning instruments.

This includes, but is not limited to:

- A Development Application;
- A proposed new or amended Local Planning Policy;
- A proposed new Planning Scheme or amendment to an existing Planning Scheme;
- A Structure Plan, District Structure Plan, or Activity Centre Plan.