

## DO I NEED DEVELOPMENT APPROVAL?

### What is development approval?

Development approval is a legal document that gives permission for a use or development on a particular piece of land. To obtain development approval, an application must be made to the City of Vincent. Development approvals ensure that development within the City complies with the Local Planning Scheme No 2, Residential Design Codes (R-Codes), Policy No. 7.1.1 Built Form (Built Form Policy) and other relevant legislation and policies.

### Do I need development approval?

Development approval is required for most building works and/or when changing the use of a site. For more information on the types of development that may, or may not, require approval, please see below:

### When is development approval not required?

Development approval from the City of Vincent is not required for the following **works**, unless the development is located in a place that is listed on the State Heritage List, the City's Municipal Inventory or within a Character Retention Area:

- The carrying out of internal building work which does not materially affect the external appearance of the building;
- The erection or extension of a single house on a lot if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes;
- The erection or extension of an ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house or a grouped dwelling if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes;
- Retaining walls that do not exceed 500mm in height;
- The demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool;
- The erection or installation of a sign that satisfies the deemed-to-comply requirements of the City's Policy No. 7.5.2 Signs and Advertising;
- Development of a minor nature that meets the provisions of the Minor Nature Development Policy, R-Codes and Built Form etc. (examples include minor structures such as flag poles, cubby houses and letterboxes).

Development approval from the City of Vincent is not required for the following **uses**:

- Development that is a use identified in the City of Vincent Local Planning Scheme No. 2 as a use that is permitted 'P' in the zone in which the development is located and –
  - The development has no works component (i.e. increase in floor area, alteration to the external design of the building, requires an increase in parking bays) which requires development approval;
- Change of use applications within the Mount Lawley / Highgate Town Centre area which satisfy the following criteria:
  - A request for Written Planning Advice for temporary approval (12 months) is made to and given by the City of Vincent;
  - The proposed use is a 'P', 'D' and 'A' land use as identified within the City of Vincent Local Planning Scheme No. 2;
  - No external works are proposed; and
  - Continued use will require development approval from the City of Vincent, prior to the temporary approval expiring.
- Garage sales, fairs, fetes, circus, charity goods sales and the like; and
- Home Office and Home Occupation (provided the proposal meets the relevant provisions of the applicable policy).

Development approval is always required for development located on properties subject to heritage protection or within character retention areas.

## What are the requirements for my development?

The requirements for each type of development vary depending on the Built Form area you're your development site is located in. To identify the Built Form area that your site is located in:

- Go to the City of Vincent home page;
- Open the 'Develop and Build' tab and click on the link that says 'Online Maps'
- Click on the 'IntraMaps' icon which will open the City's online mapping software
- Click on the 'Address Search' tab in the bottom left of the page,
- Type in your address and click search
- Click on the 'Local Planning Scheme No. 2' tab in the top left, and look to the list on the right of the page for the option which says 'Built Form Area'. This will tell you whether your site is in a 'Town Centre', 'Activity Corridor', 'Mixed Use', 'Transit Corridor' or 'Residential' Built Form area.

For all Single Houses, Grouped Dwellings and Commercial only development, please refer to the City's Built Form Policy for the applicable requirements.

For all Multiple Dwellings and Mixed Use development, please refer to the R-Codes Volume 2 – Apartments for the applicable requirements.

## How long does the development approval process take?

The City has 60 days in which to determine the application or 90 days if the application requires community consultation.

Clause 75(c) of the *Planning and Development (Local Planning Schemes) Regulation 2015* states that applications may take longer than 90 days where it is agreed to in writing between the local government and the applicant.

## How long does my development approval last?

Development approvals are valid for 2 years. The construction of the development is to be substantially commenced within this time period.

The City's Policy No 4.5.4 states that 'substantial commencement of development' means work or development the subject of the planning approval has begun by the performance of some substantial part of that work or development, resulting in the planning approval being valid/activated

## What information is required for a development application?

Please refer to the Development Application Checklist.

## Will my application for development approval be advertised to my neighbours?

The City's Policy No 4.1.5 Community Consultation requires community consultation for most types of development applications, particularly when there may be an impact on the amenity of the adjoining properties or the community. Methods of consultation include letters being mailed to affected owners and occupiers and the proposal being advertised on the City's website. A notification in the local newspaper and a sign on site, at the cost of the owner/applicant may also be required.

## Do I need building approval?

Applying for development approval and a building permit are two separate processes, both controlled under different legislation. A building permit ensures that the building is structurally safe and complies with the relevant building legislation.

If you would like further information on the Building Permit process and fencing requirements please contact the City's Building Services team on **9273 6000**.

## Do you have more questions?

The City is unable to confirm if a proposal will be supported in the absence of a formal development applications. However, applicants can discuss planning proposals and preliminary plans with the City's Urban



Planners. Urban Planners can provide general advice to applicants on a proposed development or land use and the information required to lodge a complete application.

A Duty Planner is available to talk to at the City's Administration Office Monday to Friday, 8.30am to 5.00pm, in person or on the phone.

**Phone: 9273 6000**

**Email: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)**

**Address: Main Administration Building, 244 Vincent Street, Leederville 6007, WA**

*Disclaimer: This information is produced by the City of Vincent in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. Verification with the original planning schemes, relevant development approvals and other relevant documents is recommended for detailed references.*