

# Development Applications within the City of Kwinana

This fact sheet provides summary information regarding development applications (often referred to as 'planning applications') within the City of Kwinana. This document provides a general overview to assist the public in understanding the requirements and processes behind development applications.

## What is a Development Application?

A development approval is required to be obtained for most development within the City of Kwinana. 'Development' in this context means:

"The development or use of any land, including:

- (a) Any demolition, erection, construction, alteration of or addition to any building or structure on the land;
- (b) The carrying out on the land of any excavation or other works;
- (c) In the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that:
  - (i) Is likely to change the character of that place or the external appearance of any building; or
  - (ii) Would constitute an irreversible alteration of the fabric of any building."

This includes a material change in the use of development of any land and includes the erection, construction, and alteration of any building, excavation, filling or other works on any land.

The Local Planning Scheme is a legal document which zones land, controls land use and development within existing developed areas, and guides land use and development in new development areas. It also assists the City of Kwinana in making day to day decisions regarding development applications.

## Why is a Development Application required?

Development applications are required to ensure a proposal is consistent with the zoning for the area and complies with the Local Planning Scheme and related Local Planning Policy requirements.

Are there different types of Development Applications?

Generally, development which requires a development application can be placed into one of the following categories:

- i. Development which is permitted within specific zones (designated as a 'P' use);
- ii. Development which may be approved at the discretion of Council without the requirement for public input (designated as an 'AA' use);
- iii. Development which may be approved at the discretion of Council following advertising and consideration of public input (designated as an 'SA' use).

When a development application is received, a planning officer will assess the information and determine whether public advertising is required. The majority of development applications do not require public advertising. Depending on the complexity and nature of a development application, the matter may need to be referred to a Council meeting for determination, in which case the determination period may be longer. Additional fees may also apply if a development application is required to be advertised for public comment.

## **When is an application required?**

You are advised to contact the City of Kwinana Planning Department to clarify whether or not development application is required in any case.

## **Change of Use**

A change of use relates to any change made to an existing use of land and usually refers to business activities of a retail, commercial or industrial nature. You may be affected if you are setting up a new business in the City of Kwinana, or moving from old premises within the area.

## **Why is a Development Application required for a change of use?**

It is important to check with the City of Kwinana beforehand to ensure that your proposed business is suited to a property. If a property has previously been used for a different use, it **may be necessary for you to lodge a development application for a change of use.**

## **When is an application for change of use required?**

A development application for a change of use is generally required if:

- i. The premises you want to establish within have been previously approved for a business which is different to your proposed business (e.g. an office to be used as a shop; a warehouse to be used for manufacturing);
- ii. You have different staff and/or car parking needs.

## Home Occupations

Planning provisions generally work to separate businesses from residential areas to prevent problems associated with noise, smell, traffic and the like. However, the City of Kwinana Local Planning Scheme allows for small business operations to be run from a residential home. A 'Home Occupation' approval allows for a person to conduct a specified occupation from home. A development application for such must be submitted in writing along with the appropriate fee. Please contact the City of Kwinana Planning Department for more information regarding the requirements for 'Home Occupations'.

## What information is required with a Development Application?

Please be advised that the information required by the City of Kwinana Planning Department can differ between development applications. You are advised to contact the City of Kwinana Planning Department for further information in this regard. However, the following provides an idea of what is expected as a minimum.

A completed development application form (signed by the land owner) must be submitted together with the following information:

- i. Current Certificate of Title
- ii. Details of the proposal (a cover letter);
- iii. Development Plans including:
  - site plan;
  - elevations and sections of any building proposed to be erected or altered and of any building intended to be retained;
  - floor plan;
  - landscape plan;
  - drainage plan.

Plans should be to a scale of not less than 1:200 and show:

- i. Street names, lot number(s), north point and the dimensions/contours of the site;
- ii. The location and proposed use of any existing buildings to be retained and the location and use of buildings proposed to be erected on the site;
- iii. The existing and proposed means of access for pedestrians and vehicles to and from the site;
- iv. The location, number, dimensions and layout of all car parking spaces intended to be provided;
- v. The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
- vi. The location, dimensions and design of any landscaped, open storage or trade display area and particulars of the manner in which it is proposed to develop same;

- vii. Building materials, including specification of roof colours;
- viii. The location of on-site remnant vegetation, in particular mature trees; finished floor levels and natural ground levels;
- ix. Boundary fencing treatments;
- x. Comments from adjoining land owner should a parapet wall be proposed; and the location of any underground services lines.

## **How do I submit a Development Application?**

Development applications are to be lodged online using the City of Kwinana online lodgement portal, which can be found on the City's website (or follow this link).

Alternatively, please forward your application via email to:  
[planning.team@kwinana.wa.gov.au](mailto:planning.team@kwinana.wa.gov.au)

Please note, submission of hard copy applications is no longer accepted. If you are unable to lodge your development application online, please contact the City's Planning Department on 9439 0200.

## **Customer Assistance/Enquiries**

Further information relating to development applications can be obtained from:

City of Kwinana  
Planning Services  
Phone: (08) 9439 0200  
Website: [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

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