



DRAFT LPP 1.23 - REQUIREMENTS FOR LOCAL PLANNING SCHEME AMENDMENTS

Policy Type: Local Planning Policy Policy Owner: Director Planning	Policy No. LPP1.23 Last Review Date: XX February 2026
---	--

Introduction

The Planning and Development (Local Planning Schemes) Regulations 2015 define three types of Scheme Amendments: Basic, Standard and Complex. While the Regulations outline statutory procedures, they provide discretion to local governments to request further supporting information which may include whether preliminary engagement with the community is warranted prior to formal advertising.

This policy aims to strengthen transparency, improve early stakeholder engagement, and support informed Council decision-making by setting clear expectations on process, content, and consultation for Scheme Amendments.

Definitions

A *Scheme Amendment* is a formal change to the Local Planning Scheme, affecting zoning, text or both.

Preliminary Advertising is consultation undertaken by the City, as supporting information, prior to formal initiation of a Scheme Amendment.

A *Concept Master Plan* is a non-binding visual plan outlining future development intent.

A *Land Use Scoping Statement* is a written assessment of anticipated land use impacts and constraints

Policy Objectives

This policy aims to:

- To ensure that sufficient technical and contextual information is submitted to support the meaningful assessment of Scheme Amendments.
- To encourage early community engagement through Preliminary Advertising where considered appropriate by the City.
- To support timely and transparent decision-making in accordance with sound planning principles.
- To ensure that proposed amendments are consistent with strategic planning frameworks, or that clear justification is provided when they are not.
- To provide a consistent and practical approach to the assessment and processing of Scheme Amendments.



Policy Scope

This policy applies to all Standard and Complex Scheme Amendments as defined by the Regulations within the City of Melville. It does not apply to Basic Amendments as defined in the Regulations.

Policy Statement

1. Submission Requirements

The following information should be submitted with any request to amend the Local Planning Scheme:

a) Explanatory Report and Justification

- Full description of the proposed amendment, including type (Basic/Standard/Complex)
- Planning rationale, including consistency with strategic planning documents
- Impact on surrounding land, amenity, infrastructure, and zoning

b) Land Use Scoping Statement

A detailed statement addressing:

- Anticipated land use outcomes
- Scale and intensity of use
- Amenity and environmental considerations (e.g. noise, odour, traffic, bushfire risk)
- Streetscape and character impacts
- Proposed open space, vegetation retention, and site constraints

c) Concept Master Plan

Where new built form or complex land uses are anticipated:

- Indicative layout including buildings, access, and open space
- Staging or development phasing, if applicable

Preliminary technical inputs (e.g. traffic, drainage, noise, effluent disposal)

d) Supporting Technical Studies

Where relevant (including but not limited to):

- Environmental or flora/fauna reports
- Bushfire Management Plan or Bushfire Attack Level (BAL) assessment
- Stormwater Management Plan
- Traffic Impact Statement
- Acoustic or odour assessments

e) Amendment Mapping and Scheme Text

- Draft mapping extracts showing proposed zoning changes

Draft phrasing of any proposed scheme text amendments



2. Preliminary Consultation (Pre-Statutory Advertising)

The City may undertake Preliminary Advertising prior to Council's consideration of an amendment for initiation.

Preliminary Advertising will generally apply to:

- Amendments with significant land use implications;
- Amendments not aligned with the City's Local Planning Strategy; and
- Amendments likely to generate substantial community interest or concern.

Preliminary Advertising shall be:

- Undertaken for 21 days, unless otherwise determined by the City;
- Limited to direct correspondence with affected owners, occupiers and key stakeholders as well as advertising on the City's website.
- Undertaken to a range of stakeholders with extent of advertising guided by the complexity and/or anticipated impacts resulting from the proposed amendment, noting that the extent of this preliminary phase of advertising may be less than the standard engagement referenced in Local Planning Policy LPP1.1.
- Non-statutory and not prejudicial to Council's formal consideration of the proposal; and
- Clearly described as preliminary to avoid community confusion about statutory status.

Council shall have regard to submissions received during Preliminary Advertising when deciding whether to initiate a Scheme Amendment.

3. Processing and Assessment

The City will assess the amendment request against:

- Local and State strategic frameworks;
- Likely impacts on adjoining land and the broader community;
- Appropriateness of land use and development outcomes; and
- Submissions received (if preliminary consultation occurred).

To ensure transparency and to guide the statutory planning process, the Concept Master Plan and Land Use Scoping Statement are expected to form the basis of any future planning proposal. The City may not support a future planning proposal that significantly deviates from these documents. A clear and well-justified rationale must be provided for any such proposal.

4. Variation to Policy Requirements

The City may vary the requirements of this policy in exceptional circumstances. Variations should:

- Be supported by robust justification;
- Demonstrate that the objectives of this policy are still met; and
- Be considered in light of the broader public interest and planning principles.



5. Implementation and Review

This policy will be implemented by Planning Services and reviewed every three years or earlier if required by legislative changes or operational experience.

References that may be applicable to this Policy

Legislative Requirements:

Planning and Development Act 2005
Planning and Development (Local
Planning Schemes) Regulations 2015

Procedures, Process Maps, Work Instructions:

Planning Application Directorate Procedure

Other Plans, Frameworks, Documents Applicable to Policy:

Local Planning Scheme No. 6

Delegated Authority No:

DA-020 Planning and Related Matters

ORIGIN/AUTHORITY

Ordinary Meeting of Council

February 2026

Item No.

UP26/XXXX

Reviews

Insert name of Council Meeting

Insert date of meeting

Insert Item No.

