

Information Sheet

LPP 1.1 Clause 3.2 – Pre-Lodgement Public Consultation Concession

Introduction

The City's Local Planning Policy 1.1 – Planning Process and Decision Making (LPP 1.1) includes a pre-lodgement public consultation concession (pre-consultation concession). The pre-consultation concession enables applicants who engage (or have attempted to engage) in dialogue with their neighbours prior to lodgement of their development application, to be eligible for a 25% discount on their development application fees (subject to the criteria in LPP 1.1). This information sheet details useful information for applicants wishing to apply for the pre-consultation concession, and neighbours who are being engaged with.

When can an applicant apply for a pre-consultation concession

In accordance with LPP 1.1, applicants can apply for the concession where:

- Their development application is classified as standard as per LPP 1.1; and
- They have satisfied all the criteria under clause 3.2 of LPP 1.1.

Note: applications for retrospective development approval are not eligible for the pre-consultation concession.

Information for applicants

Before applying for the pre-consultation concession, please contact the City's Development Approvals department for further information. This can be done via:

- Via phone: 9364 066 and request the Development Approvals department; or
- Via email: pbadmin@melville.wa.gov.au; or
- In person: contact Development Approvals via phone or email to arrange an appointment.

Development Approvals will determine (in accordance with LPP 1.1) which properties you are required to consult with on your development plans in order to be eligible to apply for the pre-consultation concession and will provide you with the relevant contact details (name and postal address).

Each owner and occupier of the properties listed must view the development plans and complete Attachment 1 – Form A. It is recommended that you also provide the neighbour with the 'information for neighbours' section below.

Note: If your neighbours confirm they do not wish to participate in the pre-consultation process (not a requirement), proceed to Form B.

For any properties that are not owner-occupied, you can post the required documentation to the owner. Proof of registered post must be provided to the City at the time of lodgement.

If you are unable to contact a property owner or occupier within 14 days, you should proceed with Attachment 2: Form B. It is expected that you make all reasonable attempts to contact the property owner and occupier within the 14 days, and complete the actions tabled in Form B as proof of the attempted contact.

A copy of the plans and Form A/Form B as relevant is to be provided with the lodgement of the development application. It should be noted that if the City is unable to successfully vet any of the above-mentioned forms, this may result in the pre-consultation concession not being granted. This is the applicant's risk when applying for the pre-consultation concession. It is important the applicant understands this prior to applying, to manage expectations should an unfavourable outcome occur.

Information for neighbours

If you have been approached by an applicant wishing to pursue the pre-consultation concession, please note the following:

- The purpose of the pre-consultation concession is to open a channel of direct communication between yourself and your neighbour to discuss their development proposal prior to them formally lodging a development application with the City.
- There is no obligation to participate in the pre-consultation concession process.
- It is not necessary to provide support, objection, or comment on the development at this stage of the process. You may be formally notified of the proposal, including an invitation to provide support, objection, or comments, by the City, through the City's standard advertising process for development applications (refer to clause 3.2 of LPP 1.1 for information on the City's notification process for standard development applications).
- It should be noted that the plans you have sited, may be subject to changes as consideration of the application progresses. This is common in the planning process as the City's officers and the applicant liaise to get the best possible development outcomes. Significant amendments to plans may be re-advertised in accordance with LPP 1.1
- Should you engage in the pre-consultation concession, you may be contacted by the City to vet the engagement.

Revision

Version	Date	Comment
1.0	29 April 2024	Information sheet prepared