



## DEV-PS 003: REFUSAL OF PLANNING APPLICATIONS

### Document Management:

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**Key Words:** Refusal; Planning Application

**Statute:** Local Planning Scheme No. 23

### Objectives:

To provide guidance as to when an application can be refused without referral to Council.

### Policy

#### Applications for Prohibited or “X” Uses

Where a planning application is received that is classified as an “X” use (that is a use that is not permitted) or prohibited in accordance with the provisions of Local Planning Scheme No. 23, the application is to be refused as approval to an “X” use can only proceed by way of an amendment to the Planning Scheme.

#### Applications Requiring Provision of Further Information

Where a request for further information has been made for a planning application, the following procedure is to be followed:

- a) A letter requesting more information is to be forwarded to the applicant.
- b) If after the expiration of two (2) months no information is received, a further request for the outstanding information is to be sent to the applicant.
- c) If after a further two (2) months no information is forwarded as per the second request, a third letter outlining the request for information is to be prepared. This letter is also to stipulate that should the information not be forwarded to the Shire within one (1) month of the date of the letter the application will be refused.
- d) A Planning Refusal be issued, with the primary ground for refusal being:

*“Insufficient information has been supplied to enable assessment of the application to occur.”*

----- *Policy Ends* -----