



MAN 013: REZONING APPLICATIONS

Document Management:

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Key Words: Rezoning Applications

Statute: N/A

Objectives:

To ensure that applications for rezoning is accompanied by all necessary documentation.

Policy

Minimum Requirements for Amendment Documents

The following provides information on the expected content and format of Amendment Documents for the Shire of Esperance. The aim of this is to establish, and then maintain, a standard of Amendment Document that reflects well on both the consultant and Council. When preparing an Amendment Document the following points should be kept in mind:

- Amendment documents, although often prepared by consultants on the behalf of landowners, are Council documents and therefore must be to Council's satisfaction (as determined by the Council Officer);
- It is the proponent's responsibility to justify an Amendment. The report should substantiate and change (land suitability, land capability and demonstrated need); and
- Any modification requested by Council or the WAPC are to be effected to Council's satisfaction (as determined by the Council Officer).

The following outlines the standard requirements for Amendment documents.

Standard Outline

Cover Page

- Name of Town Planning Scheme and Amendment No.
- Include a photo of the site (optional)

Contents Page (including page numbers)

Resolution Page (as required by Regulation)

Proposal Page

Title Page

Introduction

- Identify the site and existing uses
- Outline the proposal
- Should include a location plan/photo

Strategic Background

- State strategies and relevant policies
- Council strategies and relevant policies
- Statements of Planning Policy affecting the proposal

Planning

- Justification for proposal
- Surrounding land uses/ potential land use conflicts
 - Zoning solution proposed
 - Land suitability analysis
 - Land capability analysis in accordance with Department of Agriculture criteria
 - Recent development approvals/ applications
 - Movement networks (vehicular and pedestrians)
 - Safety and Access
 - Landscape and visual impact
 - Topography
 - Site History
 - Cultural Significance (Aboriginal, Environmental, European)
 - Design/ Planning response to constraints

Services and Infrastructure

- Roads
- Power
- Water
- Effluent disposal
- Fire
- Telecommunications
- Community facilities
- Public Open Space

Amendment Proposal

- Application throughout Scheme (i.e. beyond the subject site)
- Relationship to existing zones/ Scheme provision (identify existing clauses that resolve site constraints/ planning issues)
- All issues raised by Council or other agencies are to be addressed.

Conclusion

- Summary of Proposal
- Summary of Justification

Resolution Pages (*As required by Regulation*)

Zoning Maps (*As required by Regulation*)

The above is considered the minimum standard for Amendment Documentation. It should be noted that more or less detail may be required dependent on the nature and scale of the proposed development.

Other Requirements

The Amendment Documents are Council documents and this is to be reflected in the grammar, accuracy, tone, information and statements contained within the report.

A draft of the document is to be submitted to Council to enable preliminary comments to be made on its content and format prior to the lodgement of the formal documents. This preliminary advice is without prejudice and reflects the views of the officer only. A formal decision can only be made by Council.

Where significant modifications are required. Council will only provide broad comment and will request the applicant modify the document and further draft be submitted. It is not the role of Council or its officers to write the report when a consultant is working on behalf of a client.

General Comments on Amendment Documents

It is up to the proponent (often a consultant) preparing the document to address each of the above issues. This may be in the suggested form or an alternative format can be used that is more suitable to a specific proposal (although such a format should still cover the required content).

An electronic copy (in Word format) and Four (4) hard copies of the Amendment Document are to be submitted to Council for initiation. All fees are to be paid prior to the Amendment being put to Council for initiation.

The document will be referred to a range of government agencies concurrently with it being placed on public advertising. The document is to, in so far as it is possible, provide all relevant information on the proposal, it is to provide a logical understanding of the issues facing the site and the remedies being offered. It is important to ensure that this information is included, as it will provide a clear nexus between the opportunities and constraints for the proposal and the planning solution to the public.

This process aims to reduce the need to do superfluous work, rework existing documents and ensure information required by the public is available during the consultation process.

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