

## Application for Written Planning Advice

### What information can I ask the City for advice on?

Examples of advice the City is able to provide the following information through a request for written planning advice:

- Zoning of a property/zone objective;
- To obtain details and copies of approved land uses and conditions of approval for a particular property;
- Policies that are applicable to a particular development or zone;
- General development requirements, including minimum/average lot sizes for a lot/zone, for subdivision/development potential;
- Details of the level of information required to be submitted with an application for development approval;
- Any other general planning queries.

### What information will not be provided through written planning advice?

Examples of information the City is unable to provide the following information through written planning advice include:

- Advice on behalf of another party (eg. A separate government authority).
- Definitive legal advice on planning or civil matters.
- Personal or confidential details, application information, or plans for a neighbour or unrelated person's property.
- Specific advice on proposed variations for a development that has not been formally lodged with the City and if a particular variation would be supported by the City, this can only be dealt with via the development application process.

Conditions	
<ol style="list-style-type: none"> <li>1. A fee of \$73.00 applies (please note that a surcharge of 0.46% is payable on all credit card payments)</li> <li>2. The information is expected to be provided within 14 days of the next available Development Control Unit Meeting which occurs Tuesday and Thursday each week. If the request is complex, detailed, required advice from an external party, or further investigation is required, it may take longer for the City to respond; in this instance the applicant will be advised as early as possible with an expected timeframe.</li> <li>3. In the instance the request information cannot be located the above fee is non-refundable.</li> <li>4. To obtain copies of previously approved building permit plans please submit a <b>Building Plan Retrieval Form</b>, which is located on the City's Website or in person at the City's Administration Offices.</li> <li>5. If arranging for payment over the phone, please specify and Front Counter will call for payment upon receipt.</li> </ol>	
<p><b>Please Note</b></p> <p>The City of Kalamunda uses information provided by other agencies and organisations to assist in its determination of planning applications. The City is not the custodian of this information. If this information is requested, the City is not able to verify the accuracy of this information and questions of accuracy should be referred to the relevant custodian</p> <p>It is recommended that the following agencies or organisations should be contacted in relation to the following information where applicable</p>	
Public Drinking Water Source Areas (PDWSA)	Department of Water
Aircraft Noise	Westralia Airports Corporation or Federal Airports Corporation
Title Searches, Memorial, Covenants, Caveats Notification, Encumbrances, Land Area.	Landgate
Development within a Metropolitan Region Scheme Reserve, Subdivision/Amalgamation	Department of Planning, Lands and Heritage / Western Australian Planning Commission
Bushfire Requirements	Department of Fire and Emergency Services (DFES)
Vegetation Removal, Environmental licences and works approvals under the Environmental Protection Act 1986	Department of Water and Environmental Regulations / Environmental Protection Agency (EPA)
Management of National Parks and State Forrest	Department of Biodiversity, Conservation and Attractions
Sewer and Water availability	Water Corporation
<p><b>Disclaimer:</b> This information is produced by the City of Kalamunda in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. Verification with the original Local Laws, Planning Schemes and other relevant documents is recommended for detailed references.</p>	

