

Information Sheet

Tourism Uses



Lodging a Development Application for a Tourism Use Information Sheet

Tourism uses attract thousands of visitors to the Perth Hills every year and are important for local small business and creating a diverse economy. Some of the key factors to consider when applying for development approval (planning approval) for a tourism use include, but not limited to:

1. Design of the building or structures
2. Maximum patron numbers
3. Opening hours
4. Noise and lighting impacts
5. Parking and access
6. Effluent disposal system and capacity
7. Public Drinking Water Source Areas
8. Water Catchment Areas
9. Setbacks to watercourses or wetlands
10. Bushfire risk
11. Retention of vegetation
12. External referrals to government agencies

This information sheet has been prepared to help guide you through the approval process and help you understand why certain forms and information is required.

If you have read this document but still have questions – no problem! Just contact one of our friendly staff who will be able to assist. You can contact the City of Kalamunda by visiting our Administration Office, via email at enquiries@kalamunda.wa.gov.au or via phone on (08) 9257 9999.

The City of Kalamunda website can be viewed at this link:
<http://www.kalamunda.wa.gov.au/Home>

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Definitions

<p>Development application</p>	<p>Also known as a planning application, development applications can be for physical works or structure or changes in land use. Development applications are assessed by the City's Approval Services department with the technical advice often sought from other service areas Environmental Health, Parks and Environment, Development Engineering and Building. This is an assessment of whether the land use is suitable for the area, if setbacks and heights are compliant, and whether it complies with State Government requirements, the Local Planning Scheme, and local planning policy requirements.</p> <p>Statutory timeframes for development approvals are 60 days if no advertising is required, and 90 days if advertising is required. Complex applications can take over 90 days to be determined with the agreement of the applicant.</p>
<p>Building Application</p>	<p>Building applications are assessed by the City's Building Services department. They consider certified and uncertified applications, demolition permits, and design compliance certificates. A building application looks at the engineering, structural and safety aspects of your building or structure.</p> <p>Building applications generally take 10 to 25 working days.</p>
<p>Tourism Use</p>	<p>In this factsheet 'Tourism Use' refers to a range of land uses normally associated with new tourism developments.</p> <p>For example; restaurant, cafe, winery or brewery, short term or holiday accommodation, bed and breakfast, caravan park, markets, or guided tours.</p>
<p>Land Use</p>	<p>The activity or type of use for which the land or property is used. For example; orchard, short term accommodation, shop etc.</p> <p>Want to know permitted uses for your property? Check 'Table 1 – Zoning Table' in the Local Planning Scheme.</p>
<p>Zone</p>	<p>Most properties within the City of Kalamunda have a zone. The zone refers broadly into categories of land use such as rural, residential, commercial or industrial. These categories are then broken down further into specific types of zones. For example; Rural could be Special Rural, Rural Agriculture or Rural Conservation.</p> <p>To find out the zone of your property just visit the City of Kalamunda website and click on Intramaps, which is a publicly accessible mapping system. Link here:</p>

	<p>http://www.kalamunda.wa.gov.au/Your-Neighbourhood/Around-Me/Online-Maps</p> <p>You can then look up the address and view the zone for your property.</p>
Internal referrals	Referrals to internal departments within the local government such as engineering, health or environment.
External referrals	<p>Referrals to agencies outside the local government such as:</p> <ul style="list-style-type: none"> • Western Australian Planning Commission (WAPC) • Department of Fire and Emergency Services (DFES) • Department of Health (DoH) • Department of Primary Industries and Regional Development (DPIRD) • Heritage Council • Department of Water and Environmental Regulation (DWER) • Department of Biodiversity, Conservation and Attractions (DBCA) • Environmental Protection Authority (EPA) • Main Roads WA
Public advertising	In some cases the proposed development may require advertising to nearby affected neighbours. Advertising will be undertaken in accordance with Local Planning Policy 11 – Public Notification of Planning Proposals. Advertising may take 2-4 weeks to allow neighbours time to comment.
Joint Development Assessment Panel (JDAP)	<p>Developments with an estimated cost of \$2-\$10 million can voluntarily apply to be assessed by JDAP rather than the local government.</p> <p>For developments over \$10 million assessment by JDAP is mandatory.</p> <p>A Development Assessment Panel (DAP) consists of five members including three specialist members and two local government councillors. A Joint Development Assessment Panel (JDAP) is the same thing, but covers a larger area as it applies to multiple local government areas.</p>
Design Advisory Committee	The Design Advisory Committee is an advisory committee to Council who provide comment on development applications regarding design. Design includes factors such as building bulk, scale, whether is suits the existing character of the area, colours and materials.

Step 1 - Permitted Use?

Is your proposed tourism use permitted in your zone?

Check the City of Kalamunda Local Planning Scheme. You can find a copy of the Local Planning Scheme on the City's website or Department of Planning Lands and Heritage website. Table 1 – Zoning Table shows which uses can be considered in different zones. The definition and description of each use can be found in Schedule 1 – Dictionary of Defined Words and Expressions.

City of Kalamunda website: www.kalamunda.wa.gov.au/building-development/planning/regulations/lps3

Department of Planning, Lands and Heritage website: www.dplh.wa.gov.au/

Step 2 - Do You Need Approval?

A list of permitted development can be found in the City of Kalamunda Local Planning Scheme under Part 8 – Development of Land. If in doubt, check with a City planning officer whether you need approval.

If you do not need approval, no problem, just check whether you need to lodge a Building Application before commencing works.

Step 3 - Lodging the Development Application

When you lodge a development application as a minimum you need the following information:

1. A Development Application Form
2. Development Applications (DA) Checklist
3. Certificate of Title
4. Supporting plans and documents

The DA Checklist is an easy way to figure out what information you need, just tick the boxes which apply and a City officer can check all the information is there before you lodge it. A development application fee will apply, check the City's website for the Fees and Charges Schedule.

Supporting plans and documents.

In addition to normal Development Application requirements, the following may also apply:

Bushfire Prone Area	You may need a Bushfire Attack Level (BAL) Assessment. Depending on the BAL rating you may also require a Bushfire Management Statement or Bushfire
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	Management Plan. Contact an accredited bushfire consultant to find out more.
Water Catchment Area	You will need an MRS Form 1 as any application requires dual approval by the Western Australian Planning Commission. You can find a copy of the form on the Commission's website.
Public Drinking Water Source Area	Will require referral to the Department of Water and Environmental Regulation who need details about the effluent disposal system, expected number of customers, fertiliser use, spray use or anything else that affect water quality.
Clearing vegetation	If you are proposing to remove any trees or vegetation you will need a landscaping plan showing existing trees and trees proposed to be removed. Larger scale clearing may require a clearing permit. Clearing permits are assessed by the Department of Water and Environmental Regulation.
Traffic	If you are increasing the number of visitors onsite you will need to check how many parking bays are required, see Table 3 – Parking Requirements in the Local Planning Scheme. If it will have a significant impact you may require a Traffic Impact Statement or Assessment by a qualified traffic engineer.
Liquor Licensing	Liquor licenses are issued by the Department of Racing, Gaming and Liquor. In some cases approval from the local government may be required.

Step 4 - Assessment of the Development Application

Lodge your application and wait.

Assessment and referrals

Once your application is received it will be allocated to a Planning Officer. The Planning Officer will assess against the Local Planning Scheme, State and Local Planning Policies, and relevant parts of Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The assessment process may involve internal referrals, external referrals to state agencies, and public advertising.

Step 5 - Finalising Your Application

Once the planning officer has reviewed referral comments they will notify you if they need further information or modifications. If there are no issues the planning officer will continue with a final assessment and the application will be determined under delegated authority. Finalisation may take 1-2 weeks.

Council Meeting

If the application is complex or proposes a variation to a policy it may require determination by Council. Council meetings typically occur once a month and a report on the application is presented for Council for consideration.

Joint Development Assessment Panel

If an application is determined by a JDAP the local government will assess the application, send referrals and commence advertising as normal. The only difference is that when the application is finalised the planning officer will prepare a Responsible Authority Report (RAR) which will then be forward to the JDAP. JDAP will then schedule a meeting and make a determination based on the RAR report.



What do I do once I have development (planning) approval?

Check the conditions of development approval and make sure all requirements are satisfied. If you have any questions refer to the advice notes section or contact a City planning officer for clarification.

Apply for a Building Application

Don't forget, once you have development approval you may also need to apply for a Building application. Certified building applications are where it is already signed off by a registered Building Surveyor Contractor and must be accompanied with a Certificate of Design Compliance and construction plan and takes 10 days to process (provided development approval or effluent disposal applications have been approved). An uncertified application is where a City of Kalamunda Building Surveyor will assess your application and certify it for you, which can take up to 25 working days. A building application also has fees so check the Building Fees and Charges Schedule on the website or contact the City for more information.

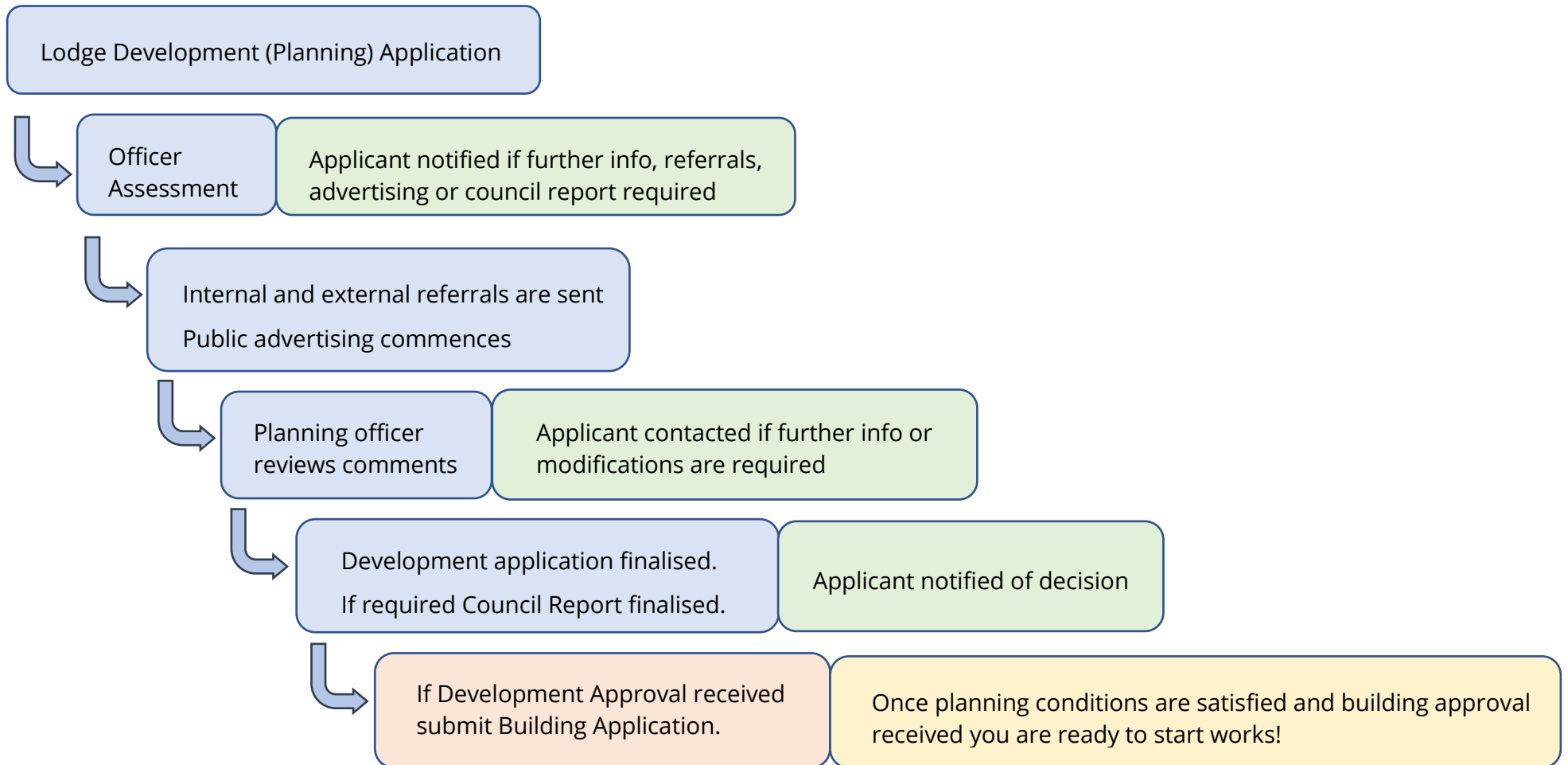
You can lodge a development application and building application at the same time, the building application will just be pending approval of the development application.

Once you have development approval and an approved building license you are ready to start works!

If you don't need a building application, great. Provided you have met all conditions of development approval you may start works immediately.



Simplified Planning Process Flowchart:



Additional Notes

Design Advisory Committee

If the application is large scale or is of community interest it may be referred to the City of Kalamunda Design Advisory Committee for comment. For details see Local Planning Policy 16 – Design Advisory Committees.

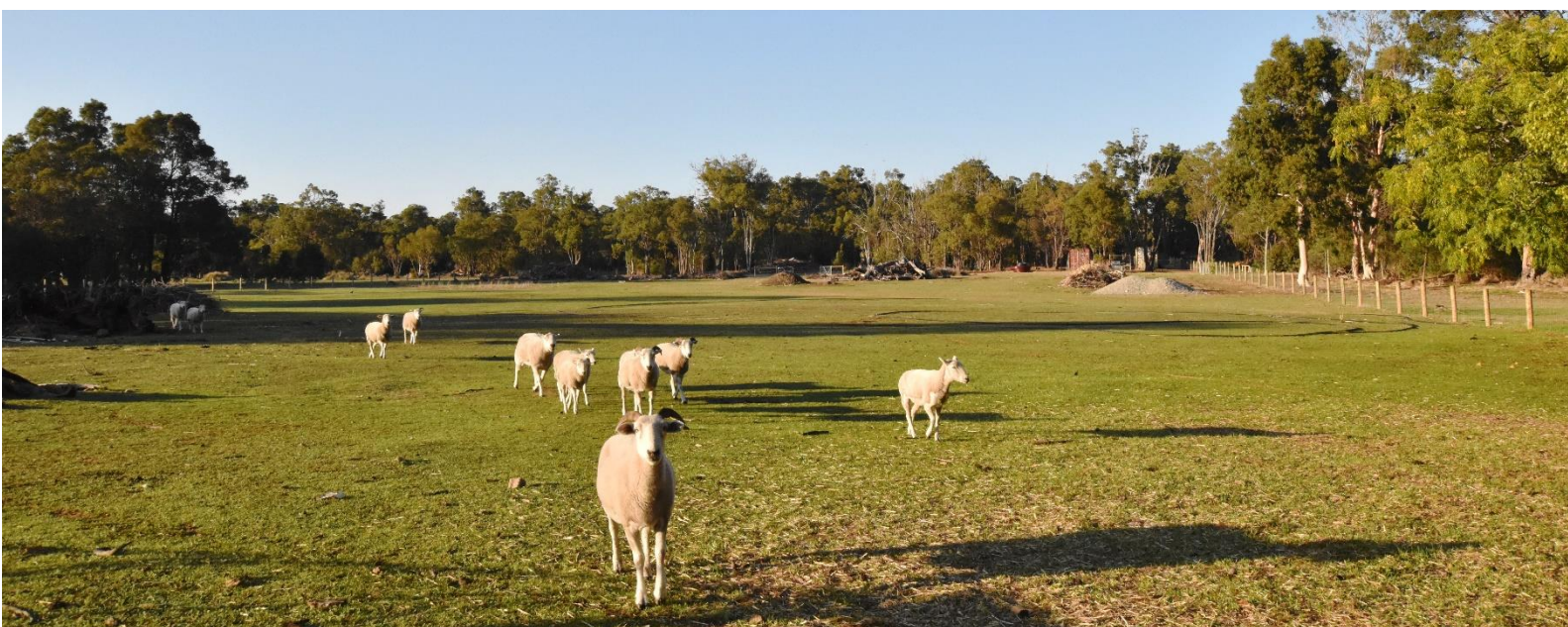
Preliminary Written Planning Advice

While you can contact a Planning Officer directly for advice, if your application is complex you can apply for formal Written Planning Advice for a fee of \$73.00. If you provide as much information as possible about your proposed development, and any supporting plans or documents the City can provide preliminary advice.

How do I speak directly with a Planning Officer for help?

If you want to speak with a Planning Officer directly there is usually a Duty Planner available to answer general enquiries. If you have any questions you can contact the City of Kalamunda at the administration centre on 2 Railway Road, Kalamunda; via email at enquiries@kalamunda.wa.gov.au; or via phone on (08) 9257 9999.

You can also request to speak with our Tourism Coordinator for destination marketing tips and updates about local industry and events.



Disclaimer

This information sheet is for guidance purposes only. This information sheet relates to the general development application process and does not account for special or extenuating circumstances. The City of Kalamunda assumes no responsibility or liability for any errors or omissions contained in this information and shall not be held responsible for the misinterpretation or misapplication of the information contained in this document. In some instances, the local government may require additional information from the applicant, referral to related government agencies or public advertising beyond the scope of a standard application to make an informed decision on the application.

