AMENDING OR CANCELLING A DEVELOPMENT APPROVAL
How-to Guide

This How-to Guide is designed to assist customers in the lodgement of an application to amend or cancel a development (planning) approval, other than Unhosted STRA, by providing clear, step-by-step instructions. For more information regarding cancelling an Unhosted STRA please refer to the relevant FAQ.

What is an amendment to a development approval?
In accordance with cl 77 of *Planning and Development (Local Planning Schemes) Regulations 2015*, an owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following:

(a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;

(b) to amend or delete any condition to which the approval is subject;

(c) to amend an aspect of the development approved which, if amended, would not substantially change the development approved;

(d) to cancel the approval.

Can the local government waive the requirement for a formal amendment to an approval?
Yes. In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, the local government may waive the requirement to lodge a formal application to amend a development approval, if the local government is satisfied that the proposed changes relate to a minor amendment to the development approval.

What is the process if the proposed changes relate to a minor amendment?
If you consider that the changes to the development approval relate to a minor amendment, please email a clear outline of the proposed amendments along with accompanying plans that highlight the changes to city@busselton.wa.gov.au.

The Planning team will review your request to determine whether the proposed changes can be considered a minor amendment. You will be advised if the local government is prepared to waive the need for a formal application to amend the approval or if a formal application will be required.

What is the process to lodge an application to amend or cancel a development approval?
The following overview highlights the key steps involved in lodging your application.

1. Gather all required documents
An application to amend or cancel a development (planning) approval will require supporting information and material as outlined below:

- Completed Application for Development Approval Form
- Certificate of Title

- Cover letter clearly outlining the amendments to the original approval
- Letter of justification
- One hard copy or electronic copy of relevant plans clearly indicating amendments
- Any necessary updated technical reports (eg Bushfire Management Plan etc…)

2. Submit your application

Your application may be lodged by email, post, or in person as outlined below:

Email: city@busselton.wa.gov.au

Post: Locked Bag 1, Busselton WA 6280

In Person: City Administration Building, 2 Southern Drive, Busselton

3. Pay the application fee

Once your application has been 'accepted for assessment', the City will issue a formal Request for Payment for the applicable application fees.

Planning fees and charges are available on the City's website here

Important Note

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, on receipt of an application to amend a development approval, the local government must consider whether the application and accompanying material is suitable to accept the application for assessment.

Within seven (7) days of receipt of the application, the City will undertake a preliminary review the application to consider if the application may be 'accepted for assessment' or if further information is required.

- If the application is 'accepted for assessment', a Request for Payment will be issued to the applicant; *or*
- If additional accompanying material is required, a request for additional information will be emailed to the applicant.

Please be advised that your application for development approval will not commence processing until all required accompanying material has been received, and the relevant application fees have been receipted.

Further Assistance

If you need further help, contact Planning at (08) 9781 1731 or lodge an enquiry request online:

https://www.busselton.wa.gov.au/council/report-an-issue-or-request-assistance