APPLICATION FOR WRITTEN PLANNING ADVICE
How-to-Guide

This *How-to-Guide* is designed to assist customers in the lodgement for Written Planning Advice by providing clear, step-by-step instructions. Written Planning Advice can include the following :

- Written Planning Advice; or
- Zoning Certificates; or
- Copies of Development (Planning) Approvals and Plans.

What is Written Planning Advice?
The City offers a Written Planning Advice service to assist landowners, applicants and other interested parties seeking preliminary advice on existing or proposed development matters. This service provides written guidance on specific planning issues or development proposals, helping you to understand key planning considerations before progressing further.

What development (planning) information can I request using this service?
The City is able to provide the following information through this service:

- General property details, including but not limited to zoning, building height limit, Scheme controls etc…
- Scheme and policy provisions applicable to a particular development or zone.
- Land use permissibility within a particular zone.
- Approved development (works and/or land uses).
- Required minimum and average lot sizes that apply to a particular lot and/or zone.
- Respond to questions from Bushfire Practitioners in relation to compliance with SPP 3.7 Planning in
- Bushfire Prone Areas and the supporting Guidelines for Planning in Bushfire Prone Areas.

What development (planning) information cannot be provided from this service?
As part of this service, the City is unable to undertake a comprehensive assessment against all relevant matters of the planning framework.

The City may be unable to provide an indication of the likely determination to support/not support a proposed development, without the formal lodgement of a development application for assessment and determination pursuant to the Planning and Development (Local Planning Schemes) Regulations.

How to I lodge for Written Planning Advice?
The following overview highlights the key steps involved in lodging your application :

1. Complete the relevant form
Depending on the nature of your enquiry, you will need to complete the relevant form.

(a) Written Planning Advice and/or Zoning Certificate
This service offers general planning information, zoning certificates, or providing feedback relating to a specific proposal or a general enquiry. To request this service, please complete the form available via the following link:

Request for Written Planning Services - General Information or Zoning Certificate

(b) Request Development (Planning) Approvals and Plans
The service offers a copy of historic development (planning) approvals and plans, including building envelope plans. To request this service, please complete the form available via the following link:

Request for Planning Services - Copy of Approvals

Please note that the signature(s) of the current landowner(s) will be required to release this information to a third party.

2. Submit your Application for Written Planning Advice

Your request 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 request has been received, the City will issue a formal Request for Payment for the relevant application fees.

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

How long will it take to receive a response?

The Planning team will endeavour to provide a response within 10 business days.

Further Assistance

If you need further help, contact the Planning team via phone at (08) 9781 1731.