

APPLICATION FOR PLANNING SERVICES

How-to-Guide

This *How-to-Guide* is designed to assist customers in the lodgement of a Request for Planning Services by providing clear, step-by-step instructions.

What is a Request for Planning Services?

The City of Busselton offers a Request for Planning Services, enabling landowners, applicants, or interested parties to obtain detailed initial guidance on historic or proposed developments.

This service provides preliminary advice on specific issues or proposals, assisting you in understanding key planning considerations before progressing further. Please be aware that the information provided is offered in good faith as an initial consultation and does not constitute a formal assessment. It should not be interpreted as development (planning) approval or as an indication of the final outcome for your development.

What information may I request using this service?

landowners, applicants, or interested parties may request general information regarding a specific property or, including but not limited to:

- General property information (eg zoning, building height limit, Scheme controls etc...)
- General guidance on the relevant planning framework (eg Scheme, Policy/s).
- 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 general questions from Bushfire Practitioners in relation to compliance with SPP 3.7 Bushfire and the supporting Guidelines. Copy of previous approvals and/or plans

Please note that due to the volume of applications for development approval currently under assessment, Planning Officers will not have capacity to undertake a full preliminary assessment of a particular development against the relevant planning framework.

How to I lodge a Request for Planning Services?

The following overview highlights the key steps involved in lodging your request.

1. Complete the relevant form

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

(a) Request 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](#)

All Communications to:

T (08) 9781 0444
E city@busselton.wa.gov.au

Locked Bag 1 Busselton WA 6280
www.busselton.wa.gov.au

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(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 Request for Planning Services

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 14 business days.

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>

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