

Information Sheet

Pre-lodgement Public Consultation Concession

Introduction

Consulting and informing your neighbours about your proposed development can facilitate neighbourly connections. To encourage these connections, the City's [Local Planning Policy 7.2 Refunding, Reducing and Waiving Planning Fees](#) (LPP 7.2) includes a pre-lodgement public consultation concession (pre-consultation concession).

Engaging, or attempting to engage, with your neighbours prior to lodging your development application can make you eligible for a 25 per cent discount on your application fees (subject to meeting the criteria in LPP 7.2). This information sheet outlines how applicants can engage in the pre-consultation concession process.

Important Note: Carrying out pre-consultation **does not** replace the standard public consultation process outlined in [Local Planning Policy 7.3 Public consultation for planning proposals](#) (LPP 7.3). To waive the consultation requirements, please contact Planning Services on 9237 9222 and refer to clause 3 of LPP 7.3, which requires the submission of a [Form 1 \(Non-objection\)](#).

When can I apply for the pre-consultation concession?

In accordance with LPP 7.2, applicants can apply for the pre-consultation where:

- Your development application is standard, as per LPP 7.3; and
- You have satisfied all the criteria under clause 5 of LPP 7.2.

Note: Applications for retrospective development approval are not eligible for the pre-consultation concession.

Information for applicants

Identifying Who to Consult With

Contact the City's Planning Services department prior to pursuing the pre-consultation concession. This can be done:

- Via phone: 9237 9222 and request to speak to a Planner; or
- Via email: planning@subiaco.wa.gov.au; or
- In person: Call the City to arrange an appointment.

The Coordinator Statutory Planning will determine (using LPP 7.3) which properties you are required to pre-consult with.

Forms to Submit

1. *Form A – When Your Neighbours Engage*

Each owner and/or occupier of the properties identified must view the development plans, and complete [Form A](#). It is strongly recommended you also provide your neighbour with this information sheet, which includes 'information for neighbours' below.

Note: *Do not* pressure your neighbours into participating in the pre-consultation concession. If a neighbour has confirmed they do not wish to participate, please proceed to part 2 below.

For any properties that are not owner-occupied, you must post the required documentation to the owner – the City can provide a postal address. Proof of registered post must be provided to the City at the time of lodgement.

Submit the completed Form A at lodgement, with any supporting documentation.

2. *Form B – When Your Neighbours Do Not Engage*

If you are unable to make contact with the property owner/occupier within 14 days, you can submit a [Form B](#). You must demonstrate all reasonable attempts were made to contact the property owner/occupier within the 14 days, and complete the actions tabled the form as proof of the attempted contact.

Submit the completed Form B at lodgement, with any supporting documentation.

Verifying the Forms

The City will contact the neighbours identified on the forms to verify the process. If verification is unsuccessful – e.g. incorrect details are provided or they advise they did not engage – the City may not grant the pre-consultation concession.

Information for neighbours

If you have been approached by someone wishing to pursue the pre-consultation concession, please note the following:

- The purpose of this process is to open a channel of direct communication between yourself and your neighbour to discuss their development proposal prior to them formally lodging an application with the City.
- There is no obligation to participate in the pre-consultation concession process.
- By engaging in the pre-consultation process, you are not providing support, objection or comment (this is a separate process). You are confirming you have been approached to engage in pre-consultation discussions prior to formal lodgement.
- The City may undertake formal public consultation in accordance with LPP 7.3 (where required). If so, you will be formally notified of the proposal via mail, inviting you to make a submission to the City.
- Alternatively, if you are satisfied the proposed development will not impact your amenity you can fill out [Form 1](#) of LPP 7.3 if requested. Please note there is no obligation to sign this form.
- It should be noted the plans you have sighted, may change as the development application progresses. This is a common occurrence in the planning process. Amendments to plans may be informally re-advertised in accordance with LPP 7.3.
- Should you engage in the pre-consultation concession, you may be contacted by the City to verify your engagement.

Revision

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0.1	15 March 2023	Prepared
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