

Information Sheet

Roles and responsibilities

Development Applications (DA)

Introduction

Development applications (DA) often involve multiple stakeholders. This information sheet will outline the roles and responsibilities of key stakeholders typically involved in the DA process.

Council role and responsibilities

Council plays an important role in the DA process. While not involved in every DA, some applications are required to be considered and determined by Council. This is often the case if a DA relates to a heritage-protected place or has received considerable community opposition.

Council will consider a DA at an Ordinary Council Meeting, after Planning staff provide a recommendation to Council. The recommendation will usually be to approve or refuse an application. Council can either:

- Approve/refuse an application as recommended; or
- Approve/refuse an application as recommended with amendments; or
- Defer an application providing reasons.

Council will also provide a recommendation to the Development Assessment Panel (DAP) for significant applications determined by the State Government, as well as certain types of referrals from external agencies, such as DevelopmentWA.

Staff role and responsibilities

Planning staff assess DAs and determine most applications. Staff will assess a proposal on its merits, taking into consideration (among other things):

- The objectives of the planning framework and legislative requirements.
- The context of the site, its location and site conditions.
- Advice received from internal and external departments (e.g. Heritage, Engineering and Building).
- Submissions made during the public consultation period.

The most common form of DA the City's staff assess is residential development. These DAs are assessed against the [Residential Design Codes Volume 1](#) (R-Codes), [Local Planning Policies](#), and the City's [Local Planning Scheme No. 5](#).

The R-Codes includes two pathways to determine DAs – being a design principle assessment and deemed-to-comply criteria. If particular design elements meet the deemed-to-comply criteria, then it is considered to meet the relevant design principle, and the City cannot refuse an application in these instances.

If an application is not deemed-to-comply with all design elements, a merit-based assessment is undertaken. Design principles enable an alternate pathway for innovative development proposals to be considered, often to respond to their site context. Every site is unique and achieving the deemed-to-comply may not always be possible or desirable.

A staff recommendation will either be to approve or refuse an application. Approvals will include conditions. Conditions are requirements to achieve a specific planning purpose or enforce compliance. Refusals will provide reasons why a DA was not supported. These reasons must be based on the planning framework.

The City's planning staff will engage with applicants and provide an opportunity to respond to any concerns during the assessment process.

Staff are available to answer questions relating to DAs. If you would like to speak to a Planning Officer, please contact the City on 9237 9222 or city@subiaco.wa.gov.au.

Applicant role and responsibilities

Applicants are responsible for providing the development plans, supporting documents and justification for their DA. When lodging a DA it is important to ensure the relevant information outlined within the [Planning Application Checklist](#) has been submitted.

If the City makes requests for more information, it is the responsibility of the applicant to provide this as soon as possible to avoid delays. If the landowner differs from the applicant, staff will only contact the applicant, unless to issue a determination.

Applicants engage with Planning staff to respond to concerns or amend a proposal to better align with the objectives of the planning framework.

Community role and responsibilities

Most DAs require public consultation. All proposals that are advertised are made publicly available on the City's [Have Your Say page](#). You will only be directly contacted by mail if you are within close proximity of the development as outlined in [Local Planning Policy 7.3 Public Consultation for Planning Proposals](#).

Submissions made during public consultation are a valuable source of information. They can help the City:

- Understand community feedback,
- Assess potential impacts of development,
- Identify gaps that require further information, and
- Formulate amendments to planning proposals.

Planning staff will consider all submissions made during public consultation. The City's Public Consultation Information Sheet provides further guidance and is located on the [City's website](#).

Any valid planning concerns will be communicated (anonymously) to the applicant, providing them an opportunity to address the matter.

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