

## LPP 7.2 – Pre-lodgement Public Consultation Concession

### Introduction

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). The pre-consultation concession enables applicants who engage (or have attempted to engage) in dialogue with their neighbours prior to lodgement of their development application, to be eligible for a 25% discount on their development application fees (subject to the criteria in LPP 7.2). This information sheet details useful information for applicants wishing to apply for the pre-consultation concession, and neighbours who are being engaged with.

When can a proponent apply for the pre-consultation concession

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

- Their development application is classified as standard, as per [Local Planning Policy 7.3 - Public consultation for planning proposals](#) (LPP 7.3); and
- They have satisfied all of 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

Prior to pursuing the pre-consultation concession, the proponent is to contact the City's Planning Services department. This can be done:

- Via phone: 9237 9222 and request the Planning Services department; or
- Via email: [planning@subiaco.wa.gov.au](mailto:planning@subiaco.wa.gov.au); or
- In person: contact Planning Services via phone or email to arrange an appointment.

Planning Services will determine (in accordance with LPP 7.3) which properties you are required to consult on your development plans in order to be eligible to apply for the pre-consultation concession, and will provide you with the relevant contact details (name and postal address).

Each owner and occupier of the properties listed must view the development plans, and complete Attachment 1 - [Form A: Pre-lodgement Public Consultation with Adjoining Neighbours Form](#) (Form A). It is recommended that you also provide the neighbour with the 'Information for neighbours' section below.

**Note:** *You are not to pressure neighbours into participating in the pre-consultation concession. If a neighbour has confirmed with you that they do not wish to participate, please proceed to a Form B.*

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

If you are unable to make contact with a property owner or occupier within 14 days, you should proceed with the Attachment 2 – [Form B: Neighbour Non-response Form](#) (Form B). It is expected that you make all reasonable attempts to contact the property owner and occupier within the 14 days, and complete the actions tabled in Form B as proof of the attempted contact.

A copy of the plans and Form A / Form B as relevant is to be provided with the lodgement of the development application.

It should be noted that if the City is unable to successfully vet any of the above-mentioned forms, this may result in the pre-consultation concession not being granted. This is the applicant's risk when applying for the pre-consultation concession. It is important the applicant understands this prior to applying, to manage expectations should an unfavourable outcome occur.

## Information for neighbours

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

- The purpose of the pre-consultation concession is to open up a channel of direct communication between yourself and your neighbour to discuss their development proposal prior to them formally lodging a development application with the City.
- There is no obligation to participate in the pre-consultation concession process.
- It is not necessary to provide support, objection or comment on the development at this stage of the process.
- You may be formally notified of the proposal, including an invitation to provide support, objection or comments, by the City, through the City's standard advertising process for development applications (refer to clause 7.7.1 of LPP 7.3 for information on the City's notification process for standard development applications).
- It should be noted that the plans you have sited, may be subject to changes as the development application progresses. This is common in the planning process as the City officer's and the applicant liaise together to get the best possible development outcomes. Significant amendments to plans may be re-advertised in accordance with LPP 7.3.
- Should you engage in the pre-consultation concession, you may be contacted by the City to vet the engagement.

## Revision

Version	Date	Comment
1.0	15 March 2023	Information sheet prepared
1.1	16 June 2023	Published on website