

Development Policy 07 – Residential Development Requirements

DRAFT WA PLANNING MANUAL MANNER & FORM REQUIREMENT	ADOPTED REVISION	PROPOSED REVISION
Title All local planning policies should have a simple and concise title, adhering to the following naming convention: Local Planning Policy - <Insert Policy Name> Note: A policy number may be included.	Policy DP-07 RESIDENTIAL DEVELOPMENT REQUIREMENTS LOCAL PLANNING POLICY	Local Planning Policy 07 – Residential Development Requirements
Citation The following citation should be included at the start of all local planning policies: “This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. This policy may be cited as Local Planning Policy (LPP) - <Insert Policy Name>.” <i>Note: For consistency, all local planning policies should be referred to using the acronym/prefix “LPP”</i>	1. Head of Power This Local Planning Policy has been adopted pursuant to Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 (Deemed Provisions), Clause 4.	1. Citation This Local Planning Policy has been prepared pursuant to Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . The policy may be cited as Local Planning Policy 07 – Residential Development Requirements (‘LPP 07’).
Introduction The ‘introduction’ section of a local planning policy should include: ▪ Purpose – A brief statement outlining the policy's purpose and planning justification. ○ “The purpose of this policy is to <insert details>.” ▪ Background information – a concise overview of any relevant background information for more complex policies (if applicable). ▪ Legislative references – reference to any specific clauses/regulations of relevant planning legislation that the policy seeks to provide guidance on (if applicable)	4. Purpose The purpose of this Policy is to provide localised guidance, through the modification and replacement of ‘deemed-to-comply’ provisions for residential Single House and Grouped Dwelling development (subject to R-Codes Vol. 1 – Part B), in the City of Karratha with the aim of achieving acceptable built form outcomes.	2. Introduction The purpose of this policy is to provide clear guidance on how the City of Karratha will exercise discretion in assessing single houses, grouped dwellings and ancillary residential development, and repurposed and second-hand dwellings, by setting out specific modifications to the ‘deemed-to-comply’ provisions of the Residential Design Codes (‘R-Codes’) Volume 1, where they are required to achieve a locally responsive outcome. The policy responds to the climatic, built form and servicing conditions specific to the City of Karratha.
Objectives Local planning policy objectives help determine if a planning proposal aligns with the policy’s purpose and should be approved, especially when not all provisions are met. Objectives should be: ▪ Evidence-based – be performance-based and based on sound town planning principles. However, operational local	5. Objectives This policy aims to: a) implement provisions that amend or replace deemed-to-comply provisions as set out in R-Codes Vol. 1 – Part B; and b) establish fair, consistent and reasonable development controls to guide the preparation and assessment of applications for single houses, grouped dwellings and ancillary structures; and c) protect and enhance the residential amenity of streetscapes and individual properties; and	3. Objectives 3.1 This policy aims to: a) protect and enhance residential amenity, streetscape character and built form outcomes within the City of Karratha. b) implement modifications to the deemed-to-comply provisions as set out in the R-Codes Volume 1 (Part B). c) establish fair, consistent and reasonable assessment criteria for residential development.

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planning policies may not require performance-based objectives because they set out administrative processes rather than assessment criteria. ▪ Legible – be clear, unambiguous, and written in dot points (unless there is only one objective). ▪ Actionable – begin with the infinitive form of the verb. For example, the objective/s of this policy is/are: ○ to promote... ○ to enable... ○ to preserve... ○ to conserve...	d) ensure that Repurposed Dwellings or Second-hand Dwellings do not detract from the amenity, character and established streetscape of a residential area.	d) ensure that repurposed dwellings or second-hand dwellings do not detract from the existing amenity, character and streetscape of a residential area.
Application of this Policy The ‘application of this policy’ section should outline how the policy is to be read and applied, including: ▪ Extent of scope – what planning proposal/s (or planning matter/s) are subject to assessment against the policy, considering: ○ Geographical area. ○ Local planning scheme zone/s; and ○ Development type/s – considering both works and land use. ▪ Exceptions – when establishing that the policy applies to specific types of development, geographic areas and/or scheme zones, are there any exceptions and under what circumstances these exceptions apply. ▪ Relationship with State and local planning frameworks – is there a relationship between the policy and other existing planning instruments and if so, what is the hierarchy for the purposes of assessment. ▪ Type of assessment required – what type of assessment applies, is it a performance-based assessment where a proposal should be lodged to assess its acceptability against the policy provisions and objectives or is development that satisfies the policy provisions exempt from requiring development approval. ▪ How discretion will be exercised – what process should be followed	1. Applications of this Policy This policy applies across the City of Karratha to: ▪ All residential development covered by Residential Design Codes Volume 1 – Part B ▪ Where a variation to a ‘deemed-to-comply’ provision of the R-Codes Vol. 1 – Part B or this Policy is proposed, a development application will be required. To the extent of any inconsistency between the Policy and the City of Karratha Local Planning Scheme No. 8 (the Scheme), the Scheme prevails. To the extent of any inconsistency between the Policy and any Structure Plan and/or Local Development Plan (LDP), approved by the Western Australian Planning Commission, the Structure Plan and/or LDP prevails.	4. Application of this Policy 4.1 This policy applies to: a) All land zoned ‘Residential’ and ‘Urban Development’ under the City of Karratha Local Planning Scheme No. 8 (‘the Scheme’); unless otherwise varied by an approved Structure Plan or Local Development Plan. b) All residential development that is subject to the Residential Design Codes Volume 1 (Part B). c) All development proposals comprising shipping containers, repurposed dwellings and second-hand dwellings. 4.2 Where a variation to a deemed-to-comply provision of the R-Codes Volume 1 (Part B) or this policy is proposed, a development application will be required. The proposal will be assessed against: a) The corresponding Design Principles of the R-Codes; and b) The objectives of this policy contained within Clause 3.1, and where relevant, Table 2 of this policy. 4.3 To the extent of any inconsistency between this policy and the Scheme, the Scheme prevails. To the extent of any inconsistency between the policy and any Structure Plan and/or Local Development Plan (‘LDP’) approved by the Western Australian Planning Commission, the Structure Plan and/or LDP prevails.

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to determine the acceptability of a proposal that does not strictly satisfy the policy provisions.

Policy Provisions

'Policy provisions' are specific measures such as design standards which, when implemented, are intended to deliver the desired planning outcomes expressed in the introduction, objectives and scope of the policy.

All policy provisions should adhere to the following set of general principles:

- **Evidence-based** – should be based on sound town planning principles.
- **Appropriate terminology** – cannot contradict or over-ride a provision of the scheme and should not be used to establish a mandatory or controlling status. The use of mandatory language such as 'shall', 'must' and 'not permitted' in local planning policy provisions is to be avoided, instead, phrases such as 'should' and 'may' should be used.
- **Easy to understand** – should be written in clear, concise, and plain language, avoiding ambiguity and technical jargon where possible.
- **Measurable** – should generally be expressed as quantitative standards. Qualitative provisions that aim to achieve good planning and design outcomes are also acceptable but should be specific to provide increased certainty of appropriate development outcomes.
- **Numbered** – should be clearly numbered for ease of reference. Based on the nature and complexity of the policy, specific section headings can also be used to assist with the legibility of the policy provisions.
- **Self-contained** – should ensure a single source of truth by avoiding repetition of legislation and other policies.
- **Fair and reasonable** – the impacts of policy provisions on stakeholder groups should be well considered.

6. Policy Provisions

6.1 Variations to the Residential Design Codes Volume 1 – Part B Deemed-to-Comply Criteria

5.1.4 Open Space

Clause 5.1.4, C4 is **modified** to include the additional deemed-to-comply provision:

C4	ii	The amount of open space to be provided may be reduced by an additional 10% on top of the value shown in Table 1 of the R Codes provided any proposed roofed area is unenclosed on at least two sides (excludes carports and/or roofed vehicle storage areas).
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5.1.6 Building Height

Clause 5.1.6, C6 is **modified** to include the additional deemed-to-comply provisions:

C6	ii	A carport does not exceed a total wall height of 3.5m.
	iii	A carport does not exceed a total overall height of 4.5m.
	iv	A garage does not exceed a wall height of 3.0m.

5.2.1 Setback of Garages and Carports

Clause 5.2.1, C1.1 is **modified** to include the additional deemed-to-comply provision:

C1.1	iii	A garage shall be constructed with materials which match or complement the existing dwelling.
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Clause 5.2.1, C1.2 is **replaced** with the following deemed-to-comply provision:

C1.2	Carports with a street setback of 1.5 metres or greater, where the proposal can meet the compensation requirements with the street setback in Clause 5.2.1, C1.2 of the Residential Design Codes – Volume 1, and where: i. The width of the carport does not exceed 60 per cent of the frontage; and	
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5. Policy Provisions

5.1 Modifications to the Residential Design Codes

5.1.1 Modifications to the deemed-to-comply criteria of the Residential Design Codes Volume 1 (Part B), are set out within Table 1 below.

5.1.4 – Open Space

Deemed to Comply Provision Being Modified:	
Clause 5.1.4, C4 is augmented by inserting an additional deemed-to-comply provision (C4 (ii)).	
Deemed to Comply:	
C4 (ii)	The amount of open space to be provided may be reduced by an additional 10 per cent on top of the value shown in Table 1 of the R-Codes, provided that any proposed roofed area is unenclosed on at least two (2) sides (excludes carports and/or roofed vehicle storage areas).

5.1.6 – Building Height

Deemed to Comply Provision Being Modified:	
Clause 5.1.6, C6 is augmented by inserting additional deemed-to-comply provisions (C6 (ii – iv)).	
Deemed to Comply:	
C6 (ii)	A carport should not exceed a total wall height of 3.5 metres.
C6 (iii)	A carport should not exceed a total overall height of 4.5 metres.
C6 (iv)	A garage should not exceed a wall height of 3 metres.

5.2.1 – Setback of Garages and Carports

Deemed to Comply Provision Being Modified:	
▪ Clause 5.2.1, C1.2 is replaced with an alternative deemed-to-comply provision (C1.2); ▪ Clause 5.2.1 is augmented to include a new deemed-to-comply provision (C1.5)	
Deemed to Comply:	
C1.2	Carports may set back 1.5 metres or greater to the primary street, where the proposal: i. Can meet the compensation requirements with the street setback in Clause 5.1.2, C2.1 of the R-Codes (Vol. 1); and ii. The width of the carport does not exceed 60 per cent of the frontage; and

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Local planning policy provisions can generally be categorised into four groups – residential, non-residential, operational and exemptions (refer to appendices 1A,1B and 1C for further details). It is common for a local planning policy to include a combination of these four groups. The key considerations pertaining each are outlined below:

(a) Residential policy provisions

To maintain consistency, legibility and transparency, policy provisions modifying the R-Codes should adhere to the manner and form included in Appendix 1A. The template seeks to ensure that stakeholders and decision-makers are provided with the necessary contextual information to properly interpret and apply residential provisions, including:

- **Design element** – which clause of the R-Codes is being modified and is it the entire clause or only part of the clause.
- **Type of provision** – whether the policy is modifying a deemed-to-comply provision or augmenting a design principle.
- **Type of modification** – where the policy is modifying a deemed-to-comply provision, whether the provision is being amended, replaced, or augmented.
- **WAPC approval** – whether the modification requires WAPC approval and if so, registering the date that this approval is granted.

Note, the specific policy provisions outlined above (Appendices 1A-1C) would sit within the policy provision section of a local planning policy.

	ii.	The construction allows an unobstructed view between the dwelling and the street, right of way or equivalent; and
	iii.	The carport roof pitch, colours and materials are compatible with the dwelling.

5.2.4 Street Walls and Fences

Clause 5.2.4 is **modified** to include the additional deemed-to-comply provisions:

C4.3	Front fences are to be no greater than 1.8 metres in height.
C4.4	Where a swimming pool has been approved and is located within the primary street setback area, fencing over 1.2 metres in height is to comprise of 'permeable' slats with vertical gaps of at least 10mm for the length of the proposed front fence.
C4.5	Gates are not permitted to swing outwards over the road reserve.

5.3.9 Stormwater Management

Clause 5.3.9, C9 is **replaced** with the following deemed-to-comply provisions:

C9	i	Stormwater draining from roofs, driveways, communal streets and other impermeable surfaces to be directed to a constructed public road or dedicated road reserve or drain reserve, via an appropriate stormwater management system.
	ii	For grouped dwellings, a stormwater management plan shall be required to be submitted.

5.4.3 Outbuildings

Clause 5.4.3, C3ii. The standards for large and multiple outbuildings are **replaced** with the following deemed-to-comply provisions:

C3	i	When in the form of a shipping container, no more than one outbuilding per dwelling site is permitted and is required to meet the development standards in part 6.2 of the Policy.
	ii	Is not permitted on a vacant lot.

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	iii.	The construction allows an unobstructed view between the dwelling and the street, right of way or equivalent; and
	iv.	The carport roof pitch, colours and materials are compatible with the dwelling.
C1.5	Irrespective of the determined primary or secondary street setbacks, all garages and carports should be constructed with materials which match or complement the existing or proposed dwelling.	

5.2.4 – Street Walls and Fences

Deemed to Comply Provision Being Modified:	
Clause 5.2.4 is augmented by inserting additional deemed-to-comply provisions (C4.3 – C4.5).	
Deemed to Comply:	
C4.3	Front fences may not be greater than 1.8 metres in height.
C4.4	Where a swimming pool has been approved and is located within the primary street setback area, fencing over 1.2 metres in height should comprise permeable slats with vertical gaps of at least 10 millimetres for the length of the proposed front fence.
C4.5	Gates should not swing outwards into the road reserve.

5.3.9 – Stormwater Management

Deemed to Comply Provision Being Modified:	
Clause 5.3.9, C9 is replaced with alternative deemed-to-comply provisions (C9 (i – ii)).	
Deemed to Comply:	
C9 (i)	Stormwater draining from roofs, driveways, communal streets and other impermeable surfaces should be directed to a constructed public road or dedicated road reserve or drain reserve, via an appropriate stormwater management system.
C9 (ii)	For grouped dwellings, a stormwater management should be submitted and approved by the City of Karratha.

5.4.3 – Outbuildings

Deemed to Comply Provision Being Modified:	
Clause 5.4.3, C3b is replaced with alternative deemed-to-comply provisions (C3b (i – ix)).	
Deemed to Comply:	
C3b. Large and Multiple Outbuildings	

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iii	Individually or collectively does not exceed 10 percent in aggregate of the site area, to a maximum of 90m ² .
iv	Any outbuildings exceeding the 10 percent aggregate must meet permitted height and setback.
v	Do not exceed a wall height of 3.6 metres.
vi	Do not exceed a ridge height of 4.5 metres.
vii	Not located within the primary or secondary street setback area.
viii	Setback in accordance with Table 2a of the Residential Design Codes Volume 1.
ix	Does not reduce the open space and outdoor living area requirements in Table B of the Residential Design Codes Volume 1.

**Note: the standards for small outbuildings are contained in the Residential Design Codes – Volume 1 Part B.*

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i	When in the form of a shipping container, a limit of one outbuilding per dwelling site should apply, and should meet the minimum development standards in Table 2 of this policy.
ii	Should not be located on a vacant lot.
iii	Individually or collectively should not exceed 10 per cent in aggregate of the site area, to a maximum of 90m ² .
iv	Any outbuildings exceeding the 10 per cent aggregate (C3b (iii)) should meet the applicable building height/s and setback/s.
v	Should not exceed a wall height of 3.6 metres.
vi	Should not exceed a ridge height of 4.5 metres.
vii	Should not be located within the primary or secondary street setback areas.
viii	Is setback in accordance with Table 2a of the R-Codes (Vol. 1).
ix	Should not reduce the open space and outdoor living area requirements in Table B of the R-Codes (Vol. 1).

5.4.4 External Fixtures, Utilities and Facilities

Clause 5.4.4, C4.5 is **replaced** with the following deemed-to-comply provision:

C4.5	An enclosed, lockable storage area, constructed in a design and material matching the dwelling where visible from the street, accessible from outside the dwelling, with a minimum dimension of 1.5m when provided external to the garage and 1m when provided within the garage and an internal area of at least 4m ² , for all dwellings.
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5.4.4 – External Fixtures, Utilities and Facilities

Deemed to Comply Provision Being Modified:	
Clause 5.4.4, C4.5 is replaced with an alternative deemed-to-comply provision (C4.5).	
Deemed to Comply:	
C4.5	An enclosed, lockable storage area, constructed in a design and material matching the dwelling where visible from the street, accessible from outside the dwelling, with a minimum dimension of 1.5 metres when provided external to the garage and 1 metre when provided within the garage and an internal area of at least 4 square metres, for all dwellings.

5.5.1 Ancillary Dwellings

Clause 5.5.1, C1 is **modified** to include the additional deemed-to-comply provision:

C1	viii	Are not in the form of a repurposed or second-hand dwelling, unless it meets the Minimum Development Standards in part 6.2 of this Policy.
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5.5.1 – Ancillary Dwellings

Deemed to Comply Provision Being Modified:	
Clause 5.5.1, C1 is augmented by inserting an additional deemed-to-comply provision (C1 (vi)).	
Deemed to Comply:	
C1 (vi)	Should not be in the form of a repurposed or second-hand dwelling, unless it meets the minimum development standards in Table 2 of this policy.

5.5.3 Single Bedroom Dwellings

Clause 5.5.3, C3 is **modified** to include the additional deemed-to-comply provision:

5.5.3 – Single Bedroom Dwellings

Deemed to Comply Provision Being Modified:	
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	C3	vi	Are not in the form of repurposed or second-hand dwelling, unless it meets the Minimum Development Standards in part 6.2 of the Policy.	Clause 5.5.3, C3 is augmented by inserting an additional deemed-to-comply provision (C3 (vi)).	
				Deemed to Comply:	
				C3 (vi)	Should not be in the form of a repurposed or second-hand dwelling, unless it meets the minimum development standards in Table 2 of the policy.
6.2 Shipping Containers and Repurposed Dwellings or Second-hand Dwellings					5.2 Shipping Containers and Repurposed or Second Hand Dwellings
The following Minimum Development Standards apply to development applications for all Shipping Containers, Repurposed Dwellings or Second-hand Dwellings. Where applications seek to vary these requirements, the development shall be assessed against the relevant Design Objectives in 6.2.2 of this policy.					5.2.1 The Minimum Development Standards (set out in Table 2) apply to development applications for all shipping containers, repurposed dwellings or second-hand dwellings.
					Land Use / Development
					- Development comprises Shipping Containers, Repurposed Dwellings and Second-Hand Dwellings. - Land use is Residential.
6.2.1 Minimum Development Standards					Minimum Development Standards
a) Shipping containers used for storage purposes shall be located behind the building line of a dwelling that faces the primary street and should be screened from the public realm;					a) Shipping containers proposed to be used for storage purposes should be located behind the building line of a dwelling that faces the primary street and should be entirely screened from view of the public realm.
b) Shipping containers and Repurposed or Second-hand Dwellings are not permitted to be stacked one atop another and shall be single-storey only;					b) Shipping containers and repurposed or second-hand dwellings should be single storey only and should not be stacked one atop another.
c) A Repurposed or Second-hand Dwelling in the form of ancillary accommodation shall have a veranda attached to the building that runs for the length of the building with a minimum width of 2.4m;					c) A repurposed or second-hand dwelling in the form of ancillary accommodation should have a veranda attached to the building that spans the length of the building and has a minimum width of 2.4 metres.
d) Any subfloor spaces of Repurposed or Second-hand Dwellings that may be viewed from the public realm shall be screened with a combination of landscaping and/or building materials to complement the building.					d) Any subfloor spaces of Repurposed or Second-hand Dwellings that may be viewed from the public realm should be screened with a combination of landscaping and / or building materials, to the satisfaction of the City of Karratha, to complement the existing building / streetscape.
6.2.2 Design Objectives and Considerations					Design Objectives and Considerations
a) The visual appearance of a shipping container, Repurposed or Second-hand Dwelling is to be compatible with the appearance of dwellings and outbuildings in the surrounding residential area;					a) The visual appearance of a shipping container, repurposed or second-hand dwelling should be compatible with the appearance of established dwellings and outbuildings in the surrounding residential area.
b) Should any part of a shipping container, Repurposed or Second-hand Dwelling be visible from the public domain, design features, fencing and landscaping should be used to adequately screen the structure from the public domain;					b) Should any part of a shipping container, repurposed or second-hand dwelling be visible from the public domain, design features, fencing and landscaping should be used to adequately screen the structure from the public domain.
c) The City will consider and may impose conditions of development approval concerning aesthetic considerations such as					c) The City will consider, and may impose, conditions of development approval related to aesthetic considerations of such development, including:
i. colour of external surfaces;					i. The colour of external surfaces;
ii. screening of any subfloor spaces exposed to external view;					ii. Screening of any subfloor spaces exposed to external view;
iii. the construction of verandas and balustrades;					iii. The construction of verandas and balustrades;
iv. perimeter and internal fencing and screening devices;					iv. Perimeter and internal fencing and other screening devices;
v. the design, installation and maintenance of landscaping and reticulation; and					v. The design, installation and maintenance of landscaping and reticulation; and

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vi. the design, installation and maintenance of crossovers and driveways.

Document Control

A document (or version) control table should be included, as per the manner and form in Appendix 1D.

8. Version Management

Responsible Business Unit:	Development Services – Planning
Policy No.:	DP07
Previous Policy No.:	DP07 & DP11
Adoption Date:	12580-Feb 2002, 12738-Sep 2002, 13497-Oct 2004, 14223-Oct 2007, 14262-Nov 2007, 14640-May 2009, 153400-Mar 2016; 153478-Jun 2016; 153571-Sep 2016; 154687-Oct 2020; 154739-Jan 2021; 154993 – Apr 2022; OCM250331-12 – March 2025
Next Review Date:	March 2030
Council Resolution Number:	OCM250331-12

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vi. The design, installation and maintenance of crossovers and driveways.

8. Document Control

Version	Decision to Adopt / Amend		
1.	31 March 2025 Ordinary Council Meeting 11.5		
2.	[Meeting Date] [Meeting Type] [Item Number] (provide a hyperlink)		
3.			
4.			
Public Consultation	Not required – Minor / Administrative update		
WAPC Approval Required	Yes	Date Approved by the WAPC	TBC
Document Reference	Document Reference: TBC Previous Policy Number: DP07		
Next Review Date	TBC		
Review Frequency	Every 5 years		

Related Documents	
Internal	External
TBC	Residential Design Codes Volume 1 (WAPC)
Relevant Legislation	
- Planning and Development Act 2005 - Planning and Development (Local Planning Schemes) Regulations 2015	
This policy takes effect from the date of adoption by Council and shall remain valid for a period of 5 years unless reviewed prior.	
All records created or maintained under this document must be captured in the City's approved recordkeeping or business system. These records are to be retained and managed in accordance with the State Records Act 2000, Privacy and Responsible Information Sharing Act 2024, the City's Recordkeeping Plan, and authorised disposal authorities.	

Appendices

Appendices may include:

- **Maps** – should be used where the scope of the local planning policy applies to a large or complex area.
- **Tables** – should be used to display complex quantitative policy provisions.
- **Figures** – should be used to illustrate how specific policy provisions will be applied and may also provide examples of development outcomes that would be considered to satisfy the policy provisions.
- **Definitions** – should refer to and not conflict with or repeat definitions that are included in existing legislation such as the Act, Regulations, or scheme. Definitions should only be used within a local planning policy where they assist with interpretation and consistency of policy application. Defined terms should be shown in bold text where they are used throughout the policy.
- **Submission requirements** – in accordance with the Regulations (Schedule 2, cl. 63(1)), a local planning policy may outline any

Appendix 1 – Definitions

Repurposed Dwelling means a building or structure not previously used as a dwelling, which has been repurposed for use as a dwelling.

Second-hand Dwelling means a dwelling that has been in a different location and has been dismantled and transported to another location but does not include a new modular or transportable structure.

Transportable Structure has the same meaning as within the City of Karratha Local Planning Scheme No. 8.

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specialist reports (dealing with matters such as traffic, heritage, and environmental impact), or additional information that should be submitted to assist with consideration against the policy provisions. It is noted that some local governments may have an operational local planning policy dedicated solely to application requirements. <i>Note: Maps, tables, and figures can be provided in the main body of the local planning policy where this assists with overall legibility.</i>		

Development Policy 22 – Advertising Signs

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Title All local planning policies should have a simple and concise title, adhering to the following naming convention: Local Planning Policy - <Insert Policy Name> <i>Note: A policy number may be included.</i>	POLICY DP22 ADVERTISING SIGNS LOCAL PLANNING POLICY	Local Planning Policy 22 – Advertising Signs
Citation The following citation should be included at the start of all local planning policies: “This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. This policy may be cited as Local Planning Policy (LPP) - <Insert Policy Name>.” <i>Note: For consistency, all local planning policies should be referred to using the acronym/prefix “LPP”</i>	-	1. Citation This is a Local Planning Policy prepared pursuant to Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the ‘Deemed Provisions’). The policy may be cited as Local Planning Policy 22 – Advertising Signs (‘LPP 22’).
Introduction The ‘introduction’ section of a local planning policy should include: • Purpose • Background information • Legislative references	-	2. Introduction This policy establishes development standards for advertising signage across the City of Karratha. It defines the circumstances in which signage is exempt from development approval, sets out how the City will assess non-exempt signage proposals and responds to the dispersed settlement pattern, strategic transport corridors and climatic conditions of the City.
Objectives Local planning policy objectives help determine if a planning proposal aligns with the policy’s purpose and should be approved, especially when not all provisions are met. Objectives should be: • Evidence-based • Legible • Actionable	Objective The objectives of this policy are to: a) Provide guidance on the design and placement of signs to complement the landscape values, visual amenity and character of the area; and b) Protect public safety and the functionality of the public domain and individual sites.	3. Objectives 3.1 The objectives of this policy are to: a) Ensure signage and advertising material complements the landscape values, visual amenity and established character of the area; b) Protect public safety and the functionality of the public domain and individual sites; c) Avoid the proliferation of signage and advertising material that may contribute to visual clutter; and d) Ensure that signage and advertising material is proportional to the scale of the site or development to which it relates.
Application of this Policy The ‘application of this policy’ section should outline how the policy is to be read and applied, including: • Extent of scope • Exceptions	Application This Local Planning Policy is prepared pursuant to Schedule 2 Part 2 Clause 4 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. This policy applies to the entire City of Karratha municipal area and is to be read in conjunction with the City’s Local Planning Scheme and any other relevant local planning policy.	4. Application of this Policy 4.1 This policy applies to all land within the City of Karratha and applies to all proposals for advertising signage. Signage located within a road reserve may require: a) A Permit under the City of Karratha’s Activities in Thoroughfares and Public Places and Trading Local Law 2017; and/or b) Approval from Main Roads Western Australia.

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- Relationship with State and local planning frameworks - Type of assessment required - How discretion will be exercised	Signage in Road Reserves requires a Permit under the City's 'Activities in Thoroughfares & Public Places and Trading Local Law' and may also be subject to Main Roads approval.	The policy does not remove or replace those requirements. 4.2 This policy is to be read in conjunction with the City of Karratha Local Planning Scheme No. 8 ('the Scheme'). To the extent of any inconsistency between this policy and the Scheme, the Scheme prevails. 4.3 Signs that comply with the minimum development standards set out in Table 1, together with the General Provisions of this policy, do not require development approval. 4.4 Where a development application is required, the City will assess the proposal having regard to: a) the objectives of this policy; b) the objectives of the Scheme; c) the established and desired character of the locality; d) potential impacts on pedestrian and vehicular safety; and e) whether the signage relates to the land on which it is proposed, unless forming part of an approved signage strategy. 4.5 Proposals seeking approval for five (5) signs on a single site (lot) should be supported by an approved signage strategy. 4.6 Any signage on places listed in the City's Local Heritage Survey or registered on the State Register of Heritage Places is not exempt from development approval. The City will assess such signage on its merits, having regard to the heritage values, character and significance of the place.
Policy Provisions	Provisions	5. Policy Provisions
'Policy provisions' are specific measures such as design standards which, when implemented, are intended to deliver the desired planning outcomes expressed in the introduction, objectives and scope of the policy. All policy provisions should adhere to the following set of general principles: Evidence-based – should be based on sound town planning principles. Appropriate terminology – cannot contradict or over-ride a provision of the scheme and should not be used to establish a mandatory or controlling status. The use of mandatory language such as 'shall', 'must' and 'not permitted' in local planning policy provisions is to be avoided, instead, phrases such as 'should' and 'may' should be used. Easy to understand – should be written in clear, concise, and plain	3.1 All signs that meet the standards in Table 1 are exempt from the need to obtain Development Approval. Where a sign does not meet the standards in Table 1 it may be approved where it is considered to meet the following criteria: a) the proposed signage is consistent with the objectives of the City Local Planning Scheme; b) the proposed signage is consistent with the objectives of this policy; c) the proposed signage is consistent with the desired character of the locality and streetscape; d) there will be no potential impediment or safety risk to pedestrian and/or vehicular movement in the immediate area and the general locality of a proposed sign; and e) the proposed signage is on land where the advertised business, sale of goods or service is being carried out, unless otherwise approved under a signage strategy for a temporary event or for directional/way finding purposes. 3.2 A Signage Strategy may be required where multiple signs could be applied for, and the strategy is to include the following information: a) a site plan (1:100) showing the location of all existing signs to be retained and proposed new signs, all building and neighbouring buildings, lot boundaries, street names, north point;	5.1 General Provisions 5.1.1 Signs should relate directly to land on, or adjacent to, which they are located, unless otherwise approved for directional (wayfinding) or community event purposes. 5.1.2 Signs should not be illuminated unless supported through development approval, except where illumination is expressly permitted under Table 1 for the relevant sign type. 5.1.3 Temporary and portable signs should be removed during all cyclone alert conditions (Advice (yellow), Watch and Act (orange), Emergency (red)). 5.1.4 Where the total number of signs on a lot would exceed three (3), a development application is required for all signage on the lot, regardless of whether individual signs otherwise comply with Table 1. 5.1.5 The following signage is not permitted: a) Any signage that is, in the opinion of the City, objectionable, offensive or hazardous. b) Illuminated, animated, flashing or moving signs, unless expressly permitted under Table 1 or approved through development approval. c) Signage within the centre of any roundabout or within minimum clearance distances from traffic signals specified by Main Roads WA. d) Signage located on land not owned, leased or occupied by the advertiser, unless otherwise specified in this policy.

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language, avoiding ambiguity and technical jargon where possible. ▪ Measurable – should generally be expressed as quantitative standards. Qualitative provisions that aim to achieve good planning and design outcomes are also acceptable but should be specific to provide increased certainty of appropriate development outcomes. ▪ Numbered – should be clearly numbered for ease of reference. Based on the nature and complexity of the policy, specific section headings can also be used to assist with the legibility of the policy provisions. ▪ Self-contained – should ensure a single source of truth by avoiding repetition of legislation and other policies. ▪ Fair and reasonable – the impacts of policy provisions on stakeholder groups should be well considered. Local planning policy provisions can generally be categorised into four groups – residential, non-residential, operational and exemptions (refer to appendices 1A,1B and 1C for further details). It is common for a local planning policy to include a combination of these four groups. The key considerations pertaining each are outlined below: <u>(d) Exemptions from the need to obtain development approval policy provisions</u> When preparing a local planning policy which has a primary purpose of specifying development for which development approval is not required, the manner and form in Appendix 1C should be used. <i>Note, the specific policy provisions outlined above (Appendices 1A-1C) would sit within the policy provision section of a local planning policy.</i>	b) a perspective or photomontage illustrating the location of all existing and proposed signs, buildings, neighbouring properties; c) an illustration (1:50) showing the contents, dimensions (including height above ground), surface areas and structural details of each sign; and d) compliance with Table 1 and Clause 6.1 of this policy. 3.3 All signs shall have content that relates directly to the site they are located on, or adjacent to, unless otherwise approved by the City of Karratha. 3.4 Signs shall not be illuminated unless approved.	5.1.5 Where a sign comprises a mural, the City of Karratha should be consulted regarding its design prior to undertaking the works. 5.2 Minimum Development Standards 5.2.1 Development which meets the minimum development standards set out in Table 1, together with the General Provisions set out in Clause 5.1, are exempt from requiring development approval.												
	Awning Sign A sign displayed on the outer facia of an awning or eaves of a building, and includes signs on blinds, sunshades and similar structures attached to an awning, verandah, balcony or eaves of a building. <table><tr><td>Size</td><td>Contained within the facia of the awning canopy.</td></tr><tr><td>Location</td><td>N/A</td></tr><tr><td>Composition</td><td>Only advertise the name of the business contained within the building/tenancy the awning is attached to.</td></tr><tr><td></td><td>An awning sign shall be in keeping with the architectural style of the building and not detract from the amenity of the streetscape.</td></tr><tr><td>Maximum Number</td><td>Limited to one sign per tenancy frontage.</td></tr></table>	Size	Contained within the facia of the awning canopy.	Location	N/A	Composition	Only advertise the name of the business contained within the building/tenancy the awning is attached to.		An awning sign shall be in keeping with the architectural style of the building and not detract from the amenity of the streetscape.	Maximum Number	Limited to one sign per tenancy frontage.	1. Awning signs: a) Are wholly contained within the facia of the awning canopy. b) Do not exceed the area of the face of the awning canopy attributed to the tenancy. c) Comprise only content related to the business operating within the building that the awning is attached to. d) Are compatible with the architectural style of the building and do not detract from the amenity of the streetscape. e) Do not exceed one (1) sign per tenancy frontage.		
Size	Contained within the facia of the awning canopy.													
Location	N/A													
Composition	Only advertise the name of the business contained within the building/tenancy the awning is attached to.													
	An awning sign shall be in keeping with the architectural style of the building and not detract from the amenity of the streetscape.													
Maximum Number	Limited to one sign per tenancy frontage.													
	Banner Sign A temporary sign on a non-rigid material attached between posts or from a verandah of a building to promote sales or special activity on the site but does not include an Event/ Community Service sign. <table><tr><td>Size</td><td>Have a maximum area of 4m2.</td></tr><tr><td>Location</td><td>a) Located wholly within the boundaries of the lot.</td></tr><tr><td></td><td>b) Must not project beyond the face of the building where a nil boundary setback exists.</td></tr><tr><td></td><td>c) c) Must be removed when Cyclone warning ‘Yellow’ alert is issued.</td></tr><tr><td>Composition</td><td>Advertise only the business/ service in operation within the building the sign is attached to.</td></tr><tr><td>Maximum Number</td><td>Limited to a maximum of one sign per lot.</td></tr></table>	Size	Have a maximum area of 4m2.	Location	a) Located wholly within the boundaries of the lot.		b) Must not project beyond the face of the building where a nil boundary setback exists.		c) c) Must be removed when Cyclone warning ‘Yellow’ alert is issued.	Composition	Advertise only the business/ service in operation within the building the sign is attached to.	Maximum Number	Limited to a maximum of one sign per lot.	2. Banner Signs: a) Do not exceed a maximum area of 4m2. b) Are wholly located within the boundaries of the lot. c) Do not project beyond the face of the building where a nil boundary setback exists. d) Only advertise content related to the business or service operating within the building the sign is attached to. e) Do not exceed one (1) sign per tenancy.
Size	Have a maximum area of 4m2.													
Location	a) Located wholly within the boundaries of the lot.													
	b) Must not project beyond the face of the building where a nil boundary setback exists.													
	c) c) Must be removed when Cyclone warning ‘Yellow’ alert is issued.													
Composition	Advertise only the business/ service in operation within the building the sign is attached to.													
Maximum Number	Limited to a maximum of one sign per lot.													
	Development Sign A sign that provides details of a development occurring on a property, which is displayed during the course of construction of a building, development or subdivision.	3. Development signs: a) Do not exceed a maximum area of 4m². b) Are wholly located within the property boundary of the development site.												

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Size	No greater than 4m ² in size per sign.
Location	Must be located wholly within the property boundary the construction is occurring within. To be in place only for the duration of construction works.
Composition	Must only incorporate the logo and contact details of the relevant construction company/s developing the site and may also contain an image of the final constructed development.
Maximum Number	Limited to one sign per street frontage.

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c)	Are to be removed upon completion of construction and/or development works.
d)	May comprise the following: i. The logo and contact details of the relevant contractor/s and/or developer/s; ii. Contact details for the site supervisor; and iii. Elevations or plans of the final constructed development.
b)	Do not exceed one sign per street frontage.

Event & Community Signs

A temporary sign displaying information to notify the public of an upcoming event (the event may be a community event, a not for profit event, or an event leading to commercial gain).

Size	Any 'sign type' located within the boundary of the property the event is located on, is to be of a size that meets the provisions of that sign type as outlined within this policy document. The size of the 'sign type' allowed at Council authorised locations as they are outlined under 'Location' b) below.	
Location	a) Allowed on the site of the event in any form that meets the provisions of that sign type as outlined within this policy document.	
	b) Event signs may be located on the following locations:	
	Karratha	Karratha Leisureplex adjacent to Dampier Road
	Karratha	'Dreamers Hill' Corner Bathgate and Dampier Roads
	Karratha	Other sites at the discretion of the City of Karratha
	Dampier	At the discretion of the City of Karratha
	Point Samson	At the discretion of the City of Karratha
	Wickham	At the discretion of the City of Karratha
	Roebourne	At the discretion of the City of Karratha

4.	Event and community signs:
a)	Are consistent with the corresponding development standards for the proposed sign type, as set out in this table.
b)	Are located: i. within the boundary of the site that the event is on; ii. at the Karratha Leisureplex, adjacent to Dampier Road; iii. at Dreamers Hill, on the corner of Bathgate and Dampier Roads; and/or iv. at a City owned location, approved in writing by the City of Karratha.
c)	Are temporary in nature and are not erected more than three (3) weeks prior to the event and are removed no later than two (2) business days after the event.
d)	May comprise the following: i. the name of the event; ii. the date of the event; iii. a web address and/or phone number for event details; and iv. any related imagery (including the logo of the event organiser and its sponsors).
e)	Do not exceed one (1) sign per location; or one (1) sign per site boundary on the event site.
f)	May comprise trailer mounted variable message signs of up to 6' by 4' (1.8 metres by 1.2 metres).

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	Event Signs are temporary and may only be placed on the approved site 3 weeks prior to the event and removed within 2 business days of the event finishing.
Composition	a) Lettering on the sign must be to Main Roads guidelines for clear and safe visualisation for drivers. b) Event signs shall only display the name of the event, date of the event, a web address and/or phone number for event details to be sourced from the event organiser and a single image of the events logo.
Maximum Number	One per location.

Fence Signs	
Size	a) Shall not have a dimension of more than 2m of any diagonal across its face; b) Shall not have any part of its structure more than 1.8m above the level of the ground at which it is constructed, at any point.
Location	a) Fence signs are only permitted on land in the Industry and Strategic Industry zone as identified on the Scheme Maps of TPS8. b) Must only be located within a property boundary and cannot project over a road reserve, must be flat to the fence.
Composition	Shall display only advertising which relates to the business located on the lot on which it is to be erected.
Maximum Number	No more than two fence signs per property.

5.	Fence signs:
a)	Do not exceed a viewable image size (diagonal) dimension of 2 metres.
b)	Do not exceed a total height of 1.8 metres above finished floor or ground level.
c)	Are located on land zoned 'Industry', 'Industrial Development' or 'Strategic Industry' under the Scheme.
d)	Are wholly located within the lot boundary and do not project into any adjoining lot or reserve.
e)	Do not exceed one (1) sign per street frontage, to a maximum of two (2) signs per lot.

Flag Sign	
A sign with advertising printed on a flag and flown from a pole but does not include bunting.	
Size	a) Each flag has a maximum area of 2m ² . b) There is a minimum separation of 2m between each flag. c) Flags to be no higher than the ceiling of the ground floor level of the building to which it relates.
Location	a) Flag signs shall be located within the property boundary. b) Flag signs shall only be considered within a Road Reserve/road verge should a building on a property have an approved nil setback. c) Is not placed in a way to be a hazard or safety risk to pedestrians or vehicular traffic.

6.	Fence signs:
a)	Do not exceed a maximum area of 2m ² .
b)	Achieve a minimum separation of 2 metres between each sign.
c)	Do not exceed the ceiling height of the ground floor level of the building to which it relates.
d)	For lots with an approved nil setback, flag signs may be located within the adjacent road reserve. For all other lots, flag signs should be wholly located within the lot boundary.
e)	Are of temporary construction, are not located in an area that could cause hazard or safety risk to pedestrian or vehicular traffic and are removed at the end of each business day.
f)	Do not exceed:
i.	A maximum of two (2) signs where located within a road reserve/verge; or
ii.	A maximum of four (4) signs within the lot boundary.

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	d) Is removed at the end of each business day.
Composition	Shall display only advertising which relates to the business located on the lot on which it is to be erected.
Maximum Number	a) A maximum of two signs should the signs be proposed within a road reserve/verge. b) A maximum of four signs per property within the property boundaries.

Ground Level/Free Standing Sign

A sign that is not a pylon, monolith pylon or hoarding sign, supported above ground level by one or more piers and is not attached directly to any building or other structure.

Size	a) Shall not have a dimension of more than 3m of any diagonal across its face. b) May contain advertising in up to five panels not greater than 400mm in depth, the panels being separated by a distance of not less than 50mm. c) Shall not have any part of its structure more than 2.5m above the level of the adjacent pavement or the level of the ground at which it is constructed at any point.
Location	Must only be located within a property boundary and cannot project over a road reserve.
Composition	a) Shall display only advertising which relates to the business and/or name of any occupier of the premises located on the lot on which it is to be erected. b) May be illuminated without any flashing or movement of light.
Maximum Number	One per property.

7. Ground level / free standing signs:

- Do not exceed a viewable image size (diagonal) dimension of 3 metres.
- Comprise a maximum of five (5) panels, each not exceeding 400mm in depth and 600mm wide, separated by a minimum of 50mm.
- Do not exceed a total height of 2.5 metres above the finished floor or ground level.
- Are wholly located within the lot boundary.
- May be illuminated without development approval, provided that illumination does not include any flashing or movement of light.
- Do not exceed one (1) per lot.

Hoarding Sign

A large free-standing structure that is used for advertising commercial products, services or businesses or government and community messages (but not in relation to land/building development or transactions).

Size	a) Maximum area of 20m ² . b) Does not exceed 6 metres in height. c) The bottom edge is to be not less than 1.2m from ground level.
Location	a) Not located within 15m from any road reserve, street, footpath or public place. b) Cannot be located on a property where there is one 'Pylon Sign' or 'Monolith Pylon Sign' already approved or constructed.

8. Hoarding Signs

- Do not exceed a maximum area of 20m², and a maximum height of 6 metres from finished floor or ground level.
- The bottom edge of the sign panel should be at least 1.2m above the finished floor or ground level.
- Are not located within 6 metres from the boundary of any road or public reserve.
- Do not exceed a maximum of one (1) sign per lot, and are not located on any lot where there is an existing or approved pylon or monolith sign.
- Where located adjacent a road reserve, should not be located within one kilometre of another hoarding sign, with no more than two signs within any 5 kilometre length of road.
- May be illuminated without development approval, provided that illumination does not include any flashing or movement of light.

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	c) Any Hoarding sign located adjacent to road reserves and advertising commercial products, services or businesses are not to be located within 1km of each other along any road, with no more than two signs within any 5km length of road.
Composition	May be illuminated without any flashing or movement of light.
Maximum Number	Maximum number of one sign per lot.

Monolith Pylon Sign

A pylon sign which is in-filled from the ground level to the top of the sign to appear as a solid structure and where the supporting columns are usually not seen.

Size	a) A maximum area of 4m ² applies if advertising one or two businesses. b) A maximum area of 10m ² applies if advertising three or more businesses. c) The sign is not to exceed a maximum height of six (6) metres. d) The sign is not to exceed a maximum depth of 400mm. e) Where clearance for pedestrian or cyclist traffic is required the bottom edge is to be 2.75 metres above ground or pavement level.
Location	The sign cannot be located on a property where there is an existing 'Hoarding Sign'.
Composition	a) Only advertise the business/es located on the property. b) May be illuminated without any flashing or movement of light.
Maximum Number	A maximum number of one 'Pylon Sign' or 'Monolith Pylon Sign' is permitted per lot.

9. Monolith and Pylon Signs:

- a) Do not exceed:
 - i. A maximum area of 4m², for signs advertising up to two businesses; or
 - ii. A maximum area of 10m², for signs advertising three or more businesses.
- b) Do not exceed:
 - i. a maximum height of 6 metres from the finished floor or ground level; and
 - ii. a maximum depth of 400mm.
- b) Where the sign is located above a pedestrian or cyclist path, the bottom edge should not be less than 2.75 metres above the finished floor or ground level.
- c) Do not exceed a maximum number of one (1) sign per lot, and are not located on any lot where there is an existing or approved hoarding sign.
- d) May be illuminated without development approval, provided that illumination does not include any flashing or movement of light.

Note: A Monolith Sign is a Pylon Sign that is in-filled from ground level to the top of the sign. Both sign types are subject to the same development standards.

Perimeter Development Sign

A sign that provides details of an approved development, which is displayed during the course of construction of a building, development or subdivision on perimeter fencing erected to prevent entry to the site, provide safety to the public and/or for dust mitigation from the construction site.

Size	Not to protrude above the height of the fence.
Location	a) Must be secured properly to construction fencing at all times.

10. Perimeter Development Sign

- a) Do not exceed the height of the adjoining fence.
- b) Are properly secured to construction fencing at all times and are removed on the announcement of any cyclone alert.
- c) Are limited to the duration of construction and/or development works and are to be removed prior to occupation of the development being granted.
- d) May comprise:
 - i. The logo and contact details of the relevant contractor/s and/or the developer/s; and
 - ii. Contact details for the site supervisor.

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	b) To be in place only for the duration of construction works. c) To be removed on the announcement of a yellow alert for cyclones.
Composition	a) Must only incorporate the logo and contact details of the owner of the site and/or the relevant construction company/s undertaking works on the site. b) Must be of breathable material.
Maximum Number	There is no maximum.

e) Comprise breathable material.

Portable Sign/A-Frame Sign

A free-standing portable sign not permanently attached to a structure or fixed to the ground or pavement and includes an “A” Frame Sign.

Size	Each sign to have a maximum height dimension (from ground to the top of the sign) of 1m and width of 750mm.
Location	a) To be located within property boundaries, except where nil setbacks of buildings to street front boundaries are approved in the City Centre or Town Centre zones. b) If located within a road verge area in accordance with a) above, signs must display in print no less than 25mm in height the Development Approval number issued by the City. c) Not to be placed in any position other than immediately adjacent to the building or business to which the sign relates. d) The sign must be located in a position that will allow for a clear pedestrian walkway of 1.8m width and must not impede pedestrian access. e) Be removed each day at the close of the business and not be erected again until the business next opens for trading. f) Be covered under public liability insurance of the business to which it relates, if located within a thoroughfare or within a Road Reserve. g) Must be removed when Cyclone warning ‘Yellow’ alert is issued.
Composition	Advertises only the name of the business of the premises to which it relates and the nature of the business.
Maximum Number	One (1) sign for each road frontage.

11. Portable / A-Frame Signs:

- a) Do not exceed a maximum height of 1 metre, and maximum width of 750mm.
- b) For lots within the ‘City Centre’ or ‘Town Centre’ zones under the Scheme, and where the associated building has an approved nil setback, signs may be located within the adjacent road reserve.
- c) For all other lots, signs should be wholly located within the lot boundary.
- d) Where a sign is permitted in a road or public reserve, signs:

i. may only be placed directly adjacent to the corresponding building or business to which the sign relates;

ii. may not obstruct pedestrian access by ensuring a 1.8 metre wide pedestrian clearance is maintained at all times; and

iii. should be covered by the public liability insurance of the corresponding business.
- b) Are temporary in nature, only erected during the opening hours of the corresponding business and are removed on the announcement of any cyclone alert.
- c) Do not exceed one (1) sign per tenancy.

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Projecting sign	
A sign fixed to an external wall of a building by at least one end and attached or bracketed perpendicular to the wall of a building.	
Size	a) Not to exceed 1m ² in size. b) b) Not to project more than 1m from the wall to which it is attached.
Location	a) Attached to the fascia or wall of a building (but not permitted to project from the fascia of an awning). b) Not to be sited above the finished floor level of the second storey of the building.
Composition	Only advertise the business located in the tenancy wall to which it is affixed.
Maximum Number	Limited to one sign per tenancy.

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12. Projecting signs:
- a) Do not exceed a total area of 1m².
 - b) Are securely attached to the fascia or wall of a building and do not project more than 1 metre from the wall to which it is attached.
 - c) Are not mounted above the finished floor level of the second storey of the building.
 - d) Are mounted at a height of at least 2.4 metres above finished floor or ground level where located above a pedestrian path.
 - e) Do not exceed one (1) sign per tenancy.

Property Transaction Sign	
Any sign advertising property transactions (e.g. sales, rental, lease, auctions etc.)	
Size	A property transaction sign for a dwelling, multiple dwellings or commercial development should: a) Not exceed 2m in height or 2m in length; b) Not exceed 2m² in area; and c) Not have any part more than 2m above the level of the ground immediately below it. A property transaction sign for properties in the Industry zonings of TPS8 should: a) Not exceed 3m in height or 3m in length; b) Not exceed 6m² in area; and c) Not have any part more than 4m above the level of the ground immediately below it. Property transaction signs for large residential, commercial or industrial estates require Development Approval from the City of Karratha and should: d) Not exceed 6m in height or 6m in length; e) Not exceed 20m² in area; and f) Not have any part more than 6m above the level of the ground immediately below it.
Location	a) The sign must be located within the property boundaries. b) b) A property transaction sign advertising an auction is not be erected more than 28 days before the

13. Property transaction signs:
- a) For signs within the 'Industry', 'Strategic Industry' or 'Industrial Development' zones under the Scheme, signs:
 - i. Do not exceed a total height of 3 metres from the finished floor or ground level;
 - ii. Does not exceed a total width of 3 metres; and
 - iii. Do not exceed a total area of 6m².
 - b) For land located within the Urban Development zone, where the parent lot is greater than 2000 square metres, signs:
 - i. A maximum total height (including fixtures) of 6 metres above the finished floor or ground level immediately beneath the sign.
 - ii. A maximum total length of 6 metres.
 - iii. A maximum total signage area of 20m².
 - b) For signs within all other zones under the Scheme, signs:
 - i. Do not exceed a total height of 2 metres from the finished floor or ground level;
 - ii. Do not exceed a total width of 2 metres; and
 - iii. Do not exceed a total area of 2m².
 - b) Are wholly located within the lot the subject of the advertised transaction and comprise only content related to the transaction of that property.
 - c) For signs relating to an auction, the sign may not be erected more than 28 days before the proposed auction date and is to be removed no later than seven (7) days after the auction.
 - d) Do not exceed a limit of one (1) sign per lot.

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	proposed auction date and is to be removed no later than 7 days after the auction.
Composition	All property transaction signs must be site specific (i.e. only advertise the transaction of the property the sign is located on).
Maximum Number	One sign per property.

Pylon Sign

A free-standing sign that is not attached to another building and is supported by one or more posts and includes a frame within which sign infill can be added.

Size	a) A maximum area of 4m². b) The sign is not to exceed a maximum depth of 400mm. c) The sign is not to exceed a maximum height of six (6) metres. d) The bottom edge is 2.75 metres above ground or pavement level
Location	The sign cannot be located on a property where there is an existing 'Hoarding Sign'.
Composition	a) Only advertise the business located on the property. b) b) May be illuminated without any flashing or movement of light.
Maximum Number	A maximum number of one 'Pylon Sign' or 'Monolith Pylon Sign' is permitted per lot.

Roof sign

A sign displayed on or above the external surface of the plane of the roof cover at any point of the roof.

Size	a) If the height of the building above ground level, at the point where the sign is to be affixed to the building is between 3m and 4m, the maximum height of the sign shall be 750mm; b) If the height of the building above ground level, at the point where the sign is to be affixed to the building is between 4m and 6m, the maximum height of the sign shall be 900mm; c) c) If the height of the building above ground level, at the point where the sign is to be affixed to the building is between 6m and 9m, the maximum height of the sign shall be 1000mm.
Location	a) At no point shall the roof sign be within 3.0m of the ground.

14. Roof signs:

- a) Do not exceed a maximum height of:
 - i. 750mm, where the building height is between 3m and 4m;
 - ii. 900mm, where the building height is between 4m and 6m; and
 - iii. 1000mm, where the building height is between 6m and 9m.
- b) Do not have any part of the sign structure within 3 metres of the finished floor or ground level.
- c) Do not extend beyond the external walls of the building.
- d) May be illuminated without development approval, provided that illumination does not include any flashing or movement of light.
- e) Do not exceed one (1) roof sign per street frontage, to a maximum of two (2) roof signs per building.

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	b) b) Not extend laterally beyond the external walls of the building.
Composition	a) Advertise only the business/es located within the building the sign is affixed to. b) b) May be illuminated without any flashing or movement of light.
Maximum Number	One sign to address each street frontage to a maximum of two roof signs per building.

Variable Message Sign (VMS)

Size	6' x 4' Trailer
Location	a) VMS may only be permitted as an Event Sign (see Sign Type – Event Sign). b) VMS signs are to be removed when Cyclone warning 'Yellow' alert is issued.
Composition	VMS are not permitted for the advertising of any commercial business, product or service within the City of Karratha.
Maximum Number	N/A

Wall sign (painted or print)

Advertising affixed, painted, printed, adhered to an external wall of a building. The painting of a building in colours depicting the corporate colour scheme or logo/emblem of the tenant or landowner of the building is wall signage for the purpose of this policy.

Size	The collective sign area must not exceed 20 percent of the wall to which it is affixed/painted on and no single wall sign greater than 4m ² in area.
Location	Not to be located above ground floor level.
Composition	Advertise only the business within the building/tenancy the sign is painted/printed on.
Maximum Number	No more than two signs on any one wall.

Window sign

A sign which is affixed to either the exterior or interior of the glazed area of a window or alternately, located in the interior of a glazed area of a window setback

-

15. Wall signs:

- a) Do not exceed a collective sign area of 20 percent of the corresponding wall area to a maximum of 4m².
- b) May only be located on a ground floor wall.
- c) Do not exceed two (2) signs on any one wall, provided the collective area limit above is met.

16. Window signs:

- a) Do not exceed a collective sign area of 25 percent of the corresponding window, to a maximum of 4m².
- b) May only be located on a ground floor window.

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	up to 0.4 metres behind a window, with the sole purpose of advertising out onto the street.	c) Do not exceed one sign per lease lot or operating business, provided the collective area limit above is met.								
	<table><tr><td>Size</td><td>A window sign shall not cover more than 25% in total of the window area to which it is being affixed. This may apply to each façade of the tenancy.</td></tr><tr><td>Location</td><td>Windows of a building or tenancy within a building.</td></tr><tr><td>Composition</td><td>Advertising must only relate to the business within the building or tenancy the window is a part of.</td></tr><tr><td>Maximum Number</td><td>No maximum. Subject to compliance with size and location standards</td></tr></table>	Size	A window sign shall not cover more than 25% in total of the window area to which it is being affixed. This may apply to each façade of the tenancy.	Location	Windows of a building or tenancy within a building.	Composition	Advertising must only relate to the business within the building or tenancy the window is a part of.	Maximum Number	No maximum. Subject to compliance with size and location standards	
Size	A window sign shall not cover more than 25% in total of the window area to which it is being affixed. This may apply to each façade of the tenancy.									
Location	Windows of a building or tenancy within a building.									
Composition	Advertising must only relate to the business within the building or tenancy the window is a part of.									
Maximum Number	No maximum. Subject to compliance with size and location standards									

Document Control

A document (or version) control table should be included, as per the manner and form in Appendix 1D.

Policy Number:	DP22
Previous Policy Number:	NA
Resolution Numbers:	153834-Jun 2017; 153883-Aug 2017; 154936-Jan 2022
Last Review:	January 2022
Next Review:	January 2026 [Every 4 years]
Responsible Officer:	Manager Approvals and Compliance

This policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.

6. Document Control

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Version	Decision to Adopt / Amend		
1.	January 2022 Ordinary Council Meeting XX		
2.	[Meeting Date] [Meeting Type] [Item Number] (provide a hyperlink)		
3.			
4.			
Public Consultation	Not required – Minor / Administrative update		
WAPC Approval Required	No	Date Approved by WAPC	N/A
Document Reference	Document Reference: TBC Previous Policy Number: DP22		
Next Review Date	TBC		
Review Frequency	Every 5 Years		

Related Documents	
Internal	External
TBC	TBC
Relevant Legislation	
- Planning and Development Act 2005 - Planning and Development (Local Planning Schemes) Regulations 2015	
This policy takes effect from the date of adoption by Council and shall remain valid for a period of 5 years unless reviewed prior.	
All records created or maintained under this document must be captured in the City's approved recordkeeping or business system. These records are to be retained and managed in accordance with the State Records Act 2000, Privacy and Responsible Information Sharing Act 2024, the City's Recordkeeping Plan, and authorized disposal authorities.	

Appendices Table 1 – Signage Development Standards (referenced above)

Appendices may include:

- Maps
- Tables
- Figures
- Definitions
- Submission requirements

Note: Maps, tables, and figures can be provided in the main body of the local planning policy where this assists with overall legibility.

Appendix A: Definitions

Awning Sign Means a sign displayed on the outer fascia of an awning or eaves of a building, including signs on blinds, sunshades or similar structures attached to an awning, verandah, balcony or eaves.

Banner Sign Means a temporary sign constructed of non-rigid material and attached between posts or fixed to a building, used to promote sales, special activities or events occurring on the site.

Development Sign Means a sign that provides details of a development occurring on a property and is displayed during the course of construction of a building, development or subdivision.

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- Event and Community Sign Means a temporary sign displaying information to notify the public of an upcoming event, including community events, not-for-profit events or events associated with commercial activity.
- Fence Sign Means a sign affixed to or displayed on a boundary fence.
- Flag Sign Means a sign comprising advertising printed on a flag and flown from a pole, excluding bunting.
- Ground Level / Free Standing Sign Means a sign that is supported above ground level by one or more supports and is not attached to a building, pylon or hoarding structure.
- Hoarding Sign Means a large free-standing structure used for advertising commercial products, services, businesses, or government and community messages, but not including development signage.
- Illuminated Sign Means any sign incorporating internal or external artificial lighting as part of its design or operation, including LED backlighting, neon or fluorescent illumination, but excluding emergency or safety lighting not associated with advertising.
- Monolith Sign Means a pylon sign that is in-filled from ground level to the top of the sign to appear as a solid structure, with supporting columns not visible.
- Nil Setback Means an approved setback of zero metres from a lot boundary or road reserve, as approved through a development approval or as specified in a Structure Plan, Local Development Plan or local planning policy.
- Perimeter Development Sign Means a sign displayed on perimeter fencing erected for construction works to prevent site entry, provide public safety or manage dust during development activity.
- Portable Sign / A-Frame Sign Means a free-standing sign that is not permanently attached to a structure or fixed to the ground or pavement, including an A-frame sign.
- Projecting Sign Means a sign fixed to an external wall of a building and projecting outward from the wall, typically attached by brackets or other supports.
- Property Transaction Sign Means a sign advertising the sale, lease, auction or rental of land or buildings.
- Pylon Sign Means a free-standing sign supported by one or more posts, incorporating a frame within which sign panels or infill can be inserted.
- Roof Sign Means a sign displayed on or above the external surface of a roof structure.
- Signage Strategy Means a document submitted with, or in support of, a development application that demonstrates how all proposed signage on a lot collectively meets the objectives of this policy, including a site plan, elevations, dimensions and content description of all existing and proposed signs.
- Tenancy Means an area of a building or lot occupied or used by a single business or commercial operator under a lease, licence or other formal occupancy arrangement.
- Variable Message Sign Means an electronic or digital sign capable of displaying variable messages, typically mounted on a trailer or temporary structure.

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Wall Sign Means advertising affixed, painted, printed or adhered directly to an external wall of a building, including corporate colour schemes or logos applied to a façade.

Window Sign Means a sign affixed to the interior or exterior of a window or located inside a window within 0.4 metres of the glazing, for the purpose of advertising to the public realm.

Development Policy 24 – Complex Applications

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Title All local planning policies should have a simple and concise title, adhering to the following naming convention: Local Planning Policy - <Insert Policy Name> <i>Note: A policy number may be included.</i>	Policy DP-24 COMPLEX APPLICATIONS LOCAL PLANNING POLICY	Local Planning Policy 24 – Complex Applications
Citation The following citation should be included at the start of all local planning policies: "This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. This policy may be cited as Local Planning Policy (LPP) - <Insert Policy Name>." <i>Note: For consistency, all local planning policies should be referred to using the acronym/prefix "LPP"</i>	1. Head of Power This Local Planning Policy has been adopted pursuant to <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , Schedule 2 (Deemed Provisions), Clause 4.	1. Citation This is a Local Planning Policy prepared pursuant to Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the 'Deemed Provisions'). The policy may be cited as Local Planning Policy 24 – Complex Applications ('LPP 24').
Introduction The 'introduction' section of a local planning policy should include: - Purpose - Background information - Legislative references	3. Purpose The purpose of this Policy is to identify complex applications for development approval for the purposes of part (b) of the definition of Complex Application in Clause 1 of the Deemed Provisions. <i>Note: 'complex application' means —</i> a) <i>an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; or</i> b) <i>an application of a kind identified elsewhere in this Scheme, or in a local planning policy, as a Complex Application for development approval.</i>	2. Introduction The City of Karratha's industry-heavy local economy and population growth are generating an increasing number of development proposals involving complex planning considerations that affect a range of stakeholders and community groups. This policy defines when a development application is considered a complex application and establishes the framework for advertising those applications to ensure community participation is meaningful, the process is transparent and consistent, and applications are determined within statutory timeframes.
Objectives Local planning policy objectives help determine if a planning proposal aligns with the policy's purpose and should be approved, especially when not all provisions are met. Objectives should be: - Evidence-based - Legible - Actionable	4. Objectives This policy aims to: - Clearly articulate when a development application is considered a complex application; - Provide for an appropriate balance between allowing for meaningful community participation in the planning process and the requirement to process development applications in an efficient manner and in accordance with statutory timeframes; and - Ensure a transparent and consistent approach for the advertising of complex applications.	3. Objectives 3.1 This policy aims to: a) Define when a development application is a complex application for the purposes of the Deemed Provisions. b) Balance meaningful community participation in the planning process with the requirement to determine development applications efficiently and within statutory timeframes. c) Ensure a transparent and consistent approach for the advertising of complex applications. d) Ensure that advertising of complex applications is undertaken consistently and in a manner that provides applicants and the community with certainty about the process.

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Application of this Policy The 'application of this policy' section should outline how the policy is to be read and applied, including: - Extent of scope - Exceptions - Relationship with State and local planning frameworks - Type of assessment required - How discretion will be exercised	Application of this Policy This policy is applicable to any development application considered a complex application as defined by this policy.	4. Application of this Policy 4.1 This policy applies to all development applications lodged in respect of land within the City of Karratha. 4.2. This policy is to be read in conjunction with the City of Karratha Local Planning Scheme No. 8 ('the Scheme'). To the extent of any inconsistency between this policy and the Scheme, the Scheme prevails. 4.3 This policy identifies applications that the City will treat as complex applications within the meaning of the Deemed Provisions. Where this policy identifies an application as a complex application, the advertising requirements for complex applications set out in the Deemed Provisions apply. 4.4 This policy does not apply to applications for single dwellings or two grouped dwellings, for which the neighbour consultation requirements apply.
Policy Provisions 'Policy provisions' are specific measures such as design standards which, when implemented, are intended to deliver the desired planning outcomes expressed in the introduction, objectives and scope of the policy. All policy provisions should adhere to the following set of general principles: Evidence-based – should be based on sound town planning principles. Appropriate terminology – cannot contradict or over-ride a provision of the scheme and should not be used to establish a mandatory or controlling status. The use of mandatory language such as 'shall', 'must' and 'not permitted' in local planning policy provisions is to be avoided, instead, phrases such as 'should' and 'may' should be used. Easy to understand – should be written in clear, concise, and plain language, avoiding ambiguity and technical jargon where possible. Measurable – should generally be expressed as quantitative standards. Qualitative provisions that aim to achieve good planning and design outcomes are also acceptable but should be specific to provide increased certainty of appropriate development outcomes.	5. Policy Statement 5.1 Complex Application 5.1.1 For the purpose of this policy, the term 'complex application' as defined in the Deemed Provisions shall also include the following: a) Any non-residential accommodation, including Workforce Accommodation, where there are more than 16 rooms; or b) Any application to extend, alter or change a non-conforming use, pursuant to Clause 7.2 of the Scheme; or c) Any application for land within the Urban Development or Industrial Development zone that is not consistent with an adopted Structure Plan or Local Development Plan or where there is no adopted Structure Plan or Local Development Plan; or d) Any application for Childcare Premises within the Residential zone or within 100m of the Residential zone; or e) Any application for a Service Station within 50 metres to a sensitive land use, as defined in the Environmental Protection Authority's 'Separation Distances between Industrial and Sensitive Land Uses' Guidance Statement published in June 2005; or f) Any application for development where the estimated cost of development is more than \$5 million, except where; i. The application is for works associated with a permitted land use; or ii. An application for Warehouse, a Single House or Grouped or Multiple Dwellings where there are 16 dwellings or less; or g) Any Regional Development Assessment Panel application where it meets the requirements of (a) to (f) of this policy; or h) Any application which in the opinion of the City is likely to generate significant community interest. 5.1.2 Notwithstanding 5.1.1 above, any applications of the following types are not complex applications: a) An application to amend or cancel a development approval; or	5. Policy Provisions 5.1 Complex Applications 5.1.1 The following are complex applications for the purposes of this policy: a) Any application for Workforce Accommodation, Short Stay Accommodation or other non-residential accommodation use as defined within the Scheme, where the development comprises more than 16 rooms or units. b) Any application to extend, alter or change a non-conforming use, pursuant to the Scheme. c) Any application for use of development on land zoned 'Urban Development' or 'Industrial Development' under the Scheme where there is no approved Structure Plan or Local Development Plan; or where the proposed development is not consistent with an approved Structure Plan or Local Development Plan. d) Any application for Childcare Premises on land zoned 'Residential' under the Scheme, or within 100 metres of the boundary of a 'Residential' zone. e) Any application for a service station within 50 metres of a sensitive land use as defined by the Environmental Protection Authority's Guidance for the Assessment of Environmental Factors - Separation Distances between Industrial and Sensitive Land Uses (No. 3), as amended from time to time. f) Any application for development where the estimated cost of development exceeds \$5 million, except where; i. the application is for works associated with a use permitted by the Scheme and the works comply with the applicable development standards; or ii. an application for warehouse, a single house or grouped or multiple dwellings comprising 16 dwellings or fewer. g) Any application for development approval that falls within the jurisdiction of a Development Assessment Panel, pursuant to the Planning and Development (Development Assessment Panels) Regulations 2011, and that would otherwise meet any of the criteria in sub-clauses (a) to (f) of this clause. h) Any application for development approval assessed under Part 11B or Part 17 of the Planning and Development Act 2005, and that would otherwise meet any of the criteria in sub-clauses (a) to (f) of this clause.

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- **Numbered** – should be clearly numbered for ease of reference. Based on the nature and complexity of the policy, specific section headings can also be used to assist with the legibility of the policy provisions.
- **Self-contained** – should ensure a single source of truth by avoiding repetition of legislation and other policies.
- **Fair and reasonable** – the impacts of policy provisions on stakeholder groups should be well considered.

Local planning policy provisions can generally be categorised into four groups – residential, non-residential, operational and exemptions (refer to appendices 1A,1B and 1C for further details). It is common for a local planning policy to include a combination of these four groups. The key considerations pertaining each are outlined below:

(c) Operational policy provisions

An operational local planning policy sets out a planning process or procedure of the local government. It guides a process or assessment rather than the acceptability of an individual development proposal.

The 'policy provisions' section of an operational policy should outline the steps and/or matters to be considered for the assessment of a planning proposal (or planning matter) or undertaking a planning process.

Note, the specific policy provisions outlined above (Appendices 1A-1C) would sit within the policy provision section of a local planning policy.

- b) An application that is subject of Section 31 of the State Administrative Tribunal Act 2004; or
- c) An application that the City identifies as being relatively minor development, which is unlikely to generate significant community interest or be of significant strategic importance.

- i) Any application for development approval, which in the opinion of the City is likely to generate significant community interest.
- 5.1.2 In exercising its discretion under Clause 5.1.1 (i), the City will have regard to:
 - a) the nature, scale and location of the proposed development;
 - b) the extent of land uses or persons likely to be affected; and
 - c) whether the proposal has been the subject of community correspondence or representations prior to lodgement.
- 5.1.3 Notwithstanding the above, the following types of applications are not complex applications for the purposes of this policy:
 - a) An application to amend or cancel an existing development approval.
 - b) An application that is subject of Section 31 of the *State Administrative Tribunal Act 2004*.
 - c) An application that the City, at the discretion of the Director of Development Services or equivalent delegated officer, identifies as minor development that is unlikely to generate significant community interest or have strategic planning implications, having regard to the scale, nature and location of the proposed development.

6. Consultation

In addition to advertising as required by the Deemed Provisions, complex applications may also be advertised by –

- a) The placement of a notice in a newspaper circulating in the District; and
- b) The placement of a notice on one or more of the social media channels where the City has a presence.

5.2 Advertising of Complex Applications

- 5.2.1 Complex applications will be advertised in accordance with the requirements for complex applications set out in Clause 64A of the Deemed Provisions.
- 5.2.2 In addition to the advertising requirements under Clause 64A of the Deemed Provisions, the City may advertise a complex application by one or more of the following methods:
 - a) placement of a notice in a newspaper circulating in the District; and
 - b) placement of a notice on one or more of the City of Karratha's communication platforms, such as 'What We Make It' and social media.

5.3 Amended Applications

- 5.3.1 Where the applicant submits amended plans or additional information after a complex application has been advertised, the City will determine whether re-advertising is required.
- 5.3.2 Re-advertising will generally be required where the amended application:
 - a) represents a substantially different proposal to that which was advertised; or
 - b) could have a materially greater impact on the amenity of adjoining owners or occupiers than the proposal as advertised.
- 5.3.3 Where the amended application reduces the scale or potential impact of the proposal, re-advertising is generally not required.

5.4 Agency Referral

- 5.4.4 The City may refer a complex application to one or more State Government agencies where the nature of the proposed development warrants it, having regard to:
 - a) the proximity of the development to State infrastructure, transport corridors, utility easements or Crown land;

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		b) Service providers; c) any requirement for referral under a State Planning Policy; or d) any environmental, heritage or public health considerations associated with the proposed development.
		5.5 Applications where the City is not the Determining Authority
		5.5.1 Where a complex application is to be determined by a Development Assessment Panel or the State Development Assessment Unit, the City will notify the determining authority that the application meets the criteria for a complex application under this policy and will undertake advertising in accordance with Clause 5.2 above unless the determining authority has specified alternative advertising requirements.

Document Control

A document (or version) control table should be included, as per the manner and form in Appendix 1D.

8. Version Management

Responsible Business Unit:	Planning Services
Adoption Date:	28 October 2024
Next Review Date:	October 2026
Council Resolution Number:	OCM241028-13

6. Document Control

Version	Decision to Adopt / Amend		
1.	28 October 2024 Ordinary Council Meeting 12.3		
2.	[Meeting Date] [Meeting Type] [Item Number] (provide a hyperlink)		
3.			
4.			
Public Consultation	Not required – Minor / Administrative Update		
WAPC Approval Required	No	Date Approved by the WAPC	N/A
Document Reference	- Document Reference: TBC - Previous Policy Number: DP24		
Next Review Date	TBC		
Review Frequency	Every 5 years		

Related Documents	
Internal	External
TBC	TBC

Relevant Legislation	
- Planning and Development Act 2005 - Planning and Development (Local Planning Schemes) Regulations 2015	
<i>This policy takes effect from the date of adoption by Council and shall remain valid for a period of 5 years unless reviewed prior.</i> All records created or maintained under this document must be captured in the City's approved recordkeeping or business system. These records are to be retained and managed in accordance with the State Records Act 2000, Privacy and Responsible Information Sharing Act 2024, the City's Recordkeeping Plan, and authorised disposal authorities.	

Appendices Appendices may include: - Maps - Tables - Figures - Definitions - Submission requirements Note: Maps, tables, and figures can be provided in the main body of the local planning policy where this assists with overall legibility.	N/A	Appendix A: Definitions Sensitive Land Use Means a land use sensitive to emissions from industry and infrastructure, as defined in the Environmental Protection Authority's Guidance for the Assessment of Environmental Factors — Separation Distances between Industrial and Sensitive Land Uses (No. 3), as amended from time to time. Significant Community Interest Means a level of community interest that, in the opinion of the City, is likely to result in a material number of persons making representations about the proposed development, having regard to the scale, nature, location and land use context of the proposal.
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Development Policy 25 – Design Review

DRAFT WA PLANNING MANUAL MANNER & FORM REQUIREMENT	ADOPTED REVISION	PROPOSED REVISION
Title All local planning policies should have a simple and concise title, adhering to the following naming convention: Local Planning Policy - <Insert Policy Name> <i>Note: A policy number may be included.</i>	Policy DP-25 DESIGN REVIEW LOCAL PLANNING POLICY	Local Planning Policy 25 – Design Review
Citation The following citation should be included at the start of all local planning policies: “This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. This policy may be cited as Local Planning Policy (LPP) - <Insert Policy Name>.” <i>Note: For consistency, all local planning policies should be referred to using the acronym/prefix “LPP”</i>	1. Head of Power This Local Planning Policy has been adopted pursuant to Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 (Deemed Provisions), Clause 4.	1. Citation This is a Local Planning Policy prepared pursuant to Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the ‘Deemed Provisions’). The policy may be cited as Local Planning Policy 25 – Design Review (‘LPP 25’).
Introduction The ‘introduction’ section of a local planning policy should include: ▪ Purpose – A brief statement outlining the policy's purpose and planning justification. ○ “The purpose of this policy is to <insert details>.” ▪ Background information – a concise overview of any relevant background information for more complex policies (if applicable). ▪ Legislative references – reference to any specific clauses/regulations of relevant planning legislation that the policy seeks to provide guidance on (if applicable)	4. Purpose The purpose of this policy is to outline when Design Review will be required by the City and how the process will be undertaken.	2. Introduction The City of Karratha is committed to achieving built environment outcomes that respond and contribute to the distinct character, climate and context of the Pilbara. Design quality is a key factor in achieving a sense of place, which represents more than aesthetic preference, but as a measurable outcome that affects liveability, economic value, community wellbeing and the established character of the City’s townsites. This policy establishes the City’s Design Review process, including the appointment of an independent advisory qualified person/s undertaking review, the type and thresholds of proposals being referred for review and sets out how design review outcomes are integrated into the City’s development assessment process. The policy is prepared in accordance with State Planning Policy 7.0 – Design of the Built Environment (‘SPP 7’) and the Western Australian Planning Commission’s Local Government Design Review Manual.
Objectives Local planning policy objectives help determine if a planning proposal aligns with the policy's purpose and should be approved, especially when not all provisions are met. Objectives should be: ▪ Evidence-based ▪ Legible ▪ Actionable	5. Objectives This policy aims to: ▪ Improve the design quality and functionality of new development within the City through Design Review of relevant proposals; and ▪ Encourage the principles of good design by which new development will be assessed; and ▪ Ensure heritage, character and natural features of the area are protected and reflected in new development; and	3. Objectives The objectives of this policy are to: a) Improve the design quality and functionality of development within the City through independent, multi-disciplinary expert advice; b) Encourage development that responds to the built and natural character, heritage, landscape and the climate of the City’s townsite and surrounding area; c) Support the consistent and transparent application of the design principles of SPP 7.0 in the City’s planning assessment processes; and

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	Outline the process and responsibilities for referring proposals and other planning documents for design review.	d) Provide clear, proportionate thresholds for when design review is required, so that proponents and decision-makers have certainty about the process.
Application of this Policy The ‘application of this policy’ section should outline how the policy is to be read and applied, including: - Extent of scope - Exceptions - Relationship with State and local planning frameworks - Type of assessment required - How discretion will be exercised	2. Application This policy is applicable to development across the whole of the City that meets the thresholds as outlined in Part 6.2 below.	4. Application of this Policy 4.1 This policy applies to all development applications and planning proposals on land within the City of Karratha. 4.2 This policy is to be read in conjunction with the City of Karratha Local Planning Scheme No. 8 (‘the Scheme’) and SPP 7.0. To the extent of any inconsistency between this policy and the Scheme, the Scheme prevails. 4.3 The following proposals are excluded from design review under this policy: a) A single dwelling; b) Grouped dwellings comprising two to fourteen dwellings; c) Any warehouse development; d) Industrial development; and e) Any proposal that is eligible for referral to the State Design Review Panel or any other design review panel established by a State Government agency. 4.4 Design review under this policy is advisory. Design review does not constitute a planning assessment, does not determine compliance with the Scheme, Deemed Provisions, SPP 7 or any other planning instrument, and does not provide a technical or compliance assessment against Australian Standards or National Construction Codes.
Policy Provisions ‘Policy provisions’ are specific measures such as design standards which, when implemented, are intended to deliver the desired planning outcomes expressed in the introduction, objectives and scope of the policy. All policy provisions should adhere to the following set of general principles: Evidence-based – should be based on sound town planning principles. Appropriate terminology – cannot contradict or over-ride a provision of the scheme and should not be used to establish a mandatory or controlling status. The use of mandatory language such as ‘shall’, ‘must’ and ‘not permitted’ in local planning policy provisions is to be avoided, instead, phrases such as ‘should’ and ‘may’ should be used. Easy to understand – should be written in clear, concise, and plain	6. Policy Provisions / Statement 6.1 Design Review Process 6.1.1 The Design Review will provide advice against the principles as outlined in State Planning Policy 7.0 Design of the Built Environment. 6.1.2 The City will use a nominated consultant or Panel to undertake Design Review for applications outlined in Part 6.2 of this policy. 6.1.3 The Design Review performs an advisory function, and the decision maker shall give due regard to the consultant or Panels advice. The design review does not report on compliance with planning Schemes and policies. 6.1.4 The City encourages proponents to undertake design review early in the design concept stage, prior to the submission of a development application. A number of referrals to the Panel may be required depending on the complexity of the proposal. 6.2 Threshold The design review process may apply to:	5. Policy Provisions 5.1 Design Review Process 5.1.1 The City will establish and maintain the protocols for design review by either a nominated consultant or a design review panel, generally in accordance with the Local Government Design Review Manual and a Terms of Reference. 5.1.2 The design review protocols will generally be established and operated in line with the following pillars, consistent with the Manual: it will be independent, expert, multi-disciplinary, accountable, transparent, proportionate, timely, advisory, objective, accessible and consistent. 5.1.3 Design advice will be generated and issued to Proponent’s within the WAPC’s standard manner and form for design review advice, with design quality evaluated against the ten design principles set out within SPP 7. 5.1.4 In establishing the Panel, the City may participate in a shared or joint panel arrangement with one or more contiguous local governments with similar development characteristics, in accordance with the Local Government Design Review Manual. A shared or joint panel arrangement does not reduce the standard of expertise, independence or multi-disciplinary composition required under clause 5.1.2. 5.2 Threshold 5.2.1 The following proposals should be referred for design review:

DRAFT WA PLANNING MANUAL MANNER & FORM REQUIREMENT	ADOPTED REVISION	PROPOSED REVISION
language, avoiding ambiguity and technical jargon where possible. ▪ Measurable – should generally be expressed as quantitative standards. Qualitative provisions that aim to achieve good planning and design outcomes are also acceptable but should be specific to provide increased certainty of appropriate development outcomes. ▪ Numbered – should be clearly numbered for ease of reference. Based on the nature and complexity of the policy, specific section headings can also be used to assist with the legibility of the policy provisions. ▪ Self-contained – should ensure a single source of truth by avoiding repetition of legislation and other policies. ▪ Fair and reasonable – the impacts of policy provisions on stakeholder groups should be well considered. Local planning policy provisions can generally be categorised into four groups – residential, non-residential, operational and exemptions (refer to appendices 1A,1B and 1C for further details). It is common for a local planning policy to include a combination of these four groups. The key considerations pertaining each are outlined below: <u>(c) Operational policy provisions</u> An operational local planning policy sets out a planning process or procedure of the local government. It guides a process or assessment rather than the acceptability of an individual development proposal. The ‘policy provisions’ section of an operational policy should outline the steps and/or matters to be considered for the assessment of a planning proposal (or planning matter) or undertaking a planning process. <i>Note, the specific policy provisions outlined above (Appendices 1A-1C) would sit within the policy provision section of a local planning policy.</i>	6.2.1 All Development Assessment Panels applications, where there is a design element that may impact on the character, appearance or streetscape of an area; or 6.2.2 Major development proposals where there is a design element that may have a significant impact on the character, appearance, or streetscape of an area at the discretion of the City; or 6.2.3 Any other planning proposal (e.g. Scheme Amendment, Structure Plan, Precinct Plan, Local Planning Policy, Local Development Plan, Design Guidelines; or City project) relating to the design of development and places may be referred to the Design Review Panel at the discretion of the City. The purpose of the panel is to provide independent, expert advice on the design quality of the proposed development to the applicant, City officers, Council and the decision maker, to encourage innovative, high- quality designs that meet the needs of all stakeholders and the community. <i>Note 1: All ‘Single Houses’ are excluded from consideration under this Policy.</i>	a) Multiple or grouped dwelling developments, comprising 15 or more dwellings or tenancies; b) Development that is four or more storeys in height; c) Development on land within the City Centre or Town Centre zone under the Scheme; and d) Development of a property listed on the City’s Local Heritage Inventory or the State Register of Heritage Places, where the proposal includes a works component that requires planning approval under the Scheme. 5.2.2 In addition to the proposals listed in Clause 5.2.1, the following proposals may be referred for design review at the discretion of the City: a) Development applications that, in the opinion of the City, are likely to have a significant design impact on the character, appearance or public realm of the area; b) Development applications to be determined by a Development Assessment Panel, where the City considers design review would assist in assessment of design quality; c) Any planning instrument with a design or built form component, including local planning Scheme Amendments, Structure Plans, Precinct Plans, Local Planning Policies, Local Development Plans and Design Guidelines; and d) City-initiated planning or design projects. 5.2.3 In determining whether to refer a proposal for design review under Clause 5.2.2, the City may use the design review eligibility matrix published as part of the Local Government Design Review Manual and located on the Department of Planning, Lands and Heritage website.
		5.3 Use of Design Review Advice in Decision Making 5.3.1 Where a proposal has been referred for design review, the City will include the final Design Review Report in the assessment material provided to the decision-maker. 5.3.2 Any interim Design Review Reports are confidential and should not be included in publicly available documents, consultant packages or public meeting agendas unless both the City and Proponent agree to its release. Where an interim report is made publicly available, it should be clearly labelled as an “Interim Report” and accompanied by a statement confirming the review process has not yet concluded. 5.3.3 The decision maker should give due regard to the final Design Review Report when exercising discretion in relation to a proposal. 5.3.4 Where the decision-maker determines a proposal in a manner that departs from the design review report, the reasons for that departure should be recorded within the determination or associated assessment report.
		5.4 Pre-Lodgement Design Review 5.4.1 The City encourages proponents to seek design review prior to lodging a development application. The first design review session should occur during the concept design stage, when the design is sufficiently developed for meaningful feedback, but flexible enough for changes to be made without significant time or cost impacts.



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		5.4.2 Up to three (3) design review sessions are recommended, depending on the complexity of the proposal and the extent to which interim advice has been addressed. 5.4.3 Where a proponent has undertaken pre-lodgement design review, the City will take into account the design review advice from those sessions and the proponent’s demonstrated response to that advice as part of the assessment of the development application.																																	
	6.3 Fees and Charges 6.3.1 No charge will be incurred by the proponent for up to three design reviews, provided at least one of those occur prior to lodgement of a development application; 6.3.2 The proponent shall reimburse the City for the sitting fees of Design Review Panel members for all subsequent Design Review Panel meetings; 6.3.3 Fees are to be paid to the City in accordance with Council's adopted schedule of fees and charges.	5.5 Fees and Charges 5.5.1 No charge will be incurred by the proponent for up to three (3) design review sessions, provided that at least one of those sessions occurs prior to the lodgement of a development application. 5.5.2 For design review sessions beyond those referred to in Clause 5.5.1, The proponent should reimburse the City for sitting fees in accordance with the City's adopted schedule of fees and charges. 5.5.3 The City may waive or reduce fees where the proponent is a community or not-for-profit organisation, or in other exceptional circumstances at the City’s discretion.																																	
Document Control A document (or version) control table should be included, as per the manner and form in Appendix 1D.	Related Documents Legislation & Local Laws Planning and Development Act 2005 Planning and Development Regulations 2009 Planning and Development (Local Planning Schemes) Regulations 2015 City of Karratha Local Planning Scheme No. 8 Policy Owner Directorate Development Services Department Planning Services Review Management Next review due: October 2026 Version Management <table><tr><th>Version</th><th>Date</th><th>Council Resolution #</th><th>Description</th></tr><tr><td>1.0</td><td>29 July 2024</td><td>OCM240729-09</td><td>Policy Review</td></tr></table>	Version	Date	Council Resolution #	Description	1.0	29 July 2024	OCM240729-09	Policy Review	6. Document Control <table><tr><th>Version</th><th>Date</th><th>Meeting Type</th><th>Resolution No.</th><th>Description</th></tr><tr><td>1.</td><td>29 July 2024</td><td>Ordinary Council Meeting</td><td>OCM240729-09 Item 11.1</td><td>Policy Adopted</td></tr><tr><td>2.</td><td>TBC</td><td>Ordinary Council Meeting</td><td>TBC</td><td>Policy Amened</td></tr><tr><td>3.</td><td></td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td><td></td></tr></table> Public Consultation Not required – minor / administrative update. WAPC Approval Required No Date Approved by the WAPC N/A Document Reference Document Reference: TBC Previous Policy Number: DP25 Next Review Date Prior to TBC [5 years from Approval Date] Review Frequency Every 5 years	Version	Date	Meeting Type	Resolution No.	Description	1.	29 July 2024	Ordinary Council Meeting	OCM240729-09 Item 11.1	Policy Adopted	2.	TBC	Ordinary Council Meeting	TBC	Policy Amened	3.					4.				
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Appendices

Appendices may include:

- Maps
- Tables
- Figures
- Definitions
- Submission requirements

Note: Maps, tables, and figures can be provided in the main body of the local planning policy where this assists with overall legibility.

Development Policy 26 – Requirements for Local Planning Scheme Amendments

DRAFT WA PLANNING MANUAL MANNER & FORM REQUIREMENT	ADOPTED REVISION	PROPOSED REVISION
Title All local planning policies should have a simple and concise title, adhering to the following naming convention: Local Planning Policy - <Insert Policy Name> <i>Note: A policy number may be included.</i>	Policy DP26 REQUIREMENTS FOR LOCAL PLANNING SCHEME AMENDMENTS LOCAL PLANNING POLICY	Local Planning Policy 26 – Requirements for Local Planning Scheme Amendments
Citation The following citation should be included at the start of all local planning policies: “This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. This policy may be cited as Local Planning Policy (LPP) - <Insert Policy Name>.” <i>Note: For consistency, all local planning policies should be referred to using the acronym/prefix “LPP”</i>	1. Head of Power This Local Planning Policy has been adopted pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), Schedule 2 (Deemed Provisions), Division 2.	1. Citation This is a Local Planning Policy prepared pursuant to Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the ‘Deemed Provisions’). This policy may be cited as Local Planning Policy 26 – Requirements for Local Planning Scheme Amendments (‘LPP 26’).
Introduction The ‘introduction’ section of a local planning policy should include: ▪ Purpose – A brief statement outlining the policy's purpose and planning justification. ○ “The purpose of this policy is to <insert details>.” ▪ Background information – a concise overview of any relevant background information for more complex policies (if applicable). ▪ Legislative references – reference to any specific clauses/regulations of relevant planning legislation that the policy seeks to provide guidance on (if applicable)	4. Purpose To outline the information requirements and procedural expectations for Local Planning Scheme Amendments within the City of Karratha, and to provide guidance on when preliminary community engagement may be undertaken prior to Council formally initiating a Scheme Amendment. 5. Background The <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> define three types of Scheme Amendments: Basic, Standard and Complex. While the Regulations outline statutory procedures, they provide discretion to local governments to request further supporting information which may include whether preliminary engagement with the community is warranted prior to formal advertising. This policy aims to strengthen transparency, improve early stakeholder engagement, and support informed Council decision-making by setting clear expectations on process, content, and consultation for Scheme Amendments.	2. Introduction The City of Karratha Local Planning Scheme No. 8 (‘the Scheme’) is a statutory instrument that is periodically amended to respond to changing planning needs, land use proposals, strategic priorities and the evolution of the State planning framework. Scheme amendments range from minor administrative corrections to significant changes in zoning and land use permissibility. The Deemed Provisions define three categories of scheme amendments; Basic, Standard and Complex, each with different statutory processes and community engagement requirements. The statutory process for each amendment type is prescribed by Part 5 of the Deemed Provisions. The Deemed Provisions do not prescribe a timeframe within which a proponent's scheme amendment request must be presented to Council for initiation, nor do they require the City to present a request that is incomplete or inadequately supported. This policy addresses that gap. This policy sets out the information that should accompany a scheme amendment request, describes how the City will manage requests that do not meet submission requirements, establishes a service standard for processing complete requests, describes the circumstances in which the City may encourage preliminary community consultation before Council formally considers initiation, and outlines the matters the City will consider when assessing a request.
Objectives Local planning policy objectives help determine if a planning proposal	6. Objectives This policy aims to:	3. Objectives 3.1 The objectives of this policy are:

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aligns with the policy's purpose and should be approved, especially when not all provisions are met. Objectives should be: - Evidence-based - Legible - Actionable	- To ensure that sufficient technical and contextual information is submitted to support the meaningful assessment of Scheme Amendments. - To encourage early community engagement through Preliminary Advertising where considered appropriate by the City. - To support timely and transparent decision-making in accordance with sound planning principles. - To ensure that proposed amendments are consistent with strategic planning frameworks, or that clear justification is provided when they are not. - To provide a consistent and practical approach to the assessment and processing of Scheme Amendments.	a) To ensure that sufficient technical and contextual information is provided by proponents to support a meaningful assessment of scheme amendments requests; b) To establish a clear service standard for the City's processing of scheme amendment requests, so that proponents have reasonable certainty about timeframes; c) To encourage early community engagement through preliminary consultation where appropriate, to support informed Council decision-making; d) To support timely and transparent assessment of scheme amendments in accordance with sound planning principles; and e) To ensure that proposed amendments are consistent with the City's Local Planning Strategy, together with the applicable state and local planning policy framework, or that clear justification is provided where they are not.
Application of this Policy The 'application of this policy' section should outline how the policy is to be read and applied, including: - Extent of scope - Exceptions - Relationship with State and local planning frameworks - Type of assessment required - How discretion will be exercised	-	4. Application 4.1 This policy applies to all requests to amend the City of Karratha Local Planning Scheme No. 8 ('the Scheme') that are classified as Standard amendments or Complex amendments under the Deemed Provisions. 4.2 The policy does not apply to Basic amendments as defined in the Deemed Provisions. 4.3 This policy is to be read in conjunction with the Scheme and the Deemed Provisions. To the extent of any inconsistency between this policy and the Deemed Provisions or the Scheme, the Deemed Provisions and the Scheme prevail. 4.4 Compliance with this policy does not constitute endorsement of a scheme amendment request or predetermine Council's decision on whether to initiate an amendment. The City's obligation to comply with statutory process requirements is not affected by this policy.
Policy Provisions 'Policy provisions' are specific measures such as design standards which, when implemented, are intended to deliver the desired planning outcomes expressed in the introduction, objectives and scope of the policy. All policy provisions should adhere to the following set of general principles: Evidence-based – should be based on sound town planning principles. Appropriate terminology – cannot contradict or over-ride a provision of the scheme and should not be used to establish a mandatory or controlling status. The use of mandatory language such as 'shall', 'must' and 'not permitted' in local planning policy provisions is to be avoided, instead,	7. Policy Provisions / Statement 7.1 Submission Requirements The following information should be submitted with any request to amend the Local Planning Scheme: 7.1.1 Explanatory Report and Justification - Full description of the proposed amendment, including type (Basic/Standard/Complex) - Planning rationale, including consistency with strategic planning documents - Impact on surrounding land, amenity, infrastructure, and zoning 7.1.2 Land Use Scoping Statement A detailed statement addressing: - Anticipated land use outcomes - Scale and intensity of use - Amenity and environmental considerations (e.g. noise, odour, traffic, bushfire risk) - Streetscape and character impacts	5. Policy Provisions 5.1 Submission Requirements The following information should be submitted with any request to amend the Scheme. The City may request additional information where it considers that what has been provided is insufficient to enable a proper assessment of the amendment. 5.1.1 Explanatory report and justification a) A full description of the proposed amendment, including the amendment type (standard or complex) and the specific Scheme provisions and/or zoning maps to be amended. b) A planning rationale that demonstrates: i. consistency with the City's Local Planning Strategy and applicable State planning policies; or ii. Where the amendment is not consistent with the Local Planning Strategy or a State planning policy, a clear justification for the departure, including the planning benefits that would be achieved. c) An assessment on the likely impact on adjoining land uses, amenity, infrastructure and existing zoning.

DRAFT WA PLANNING MANUAL MANNER & FORM REQUIREMENT	ADOPTED REVISION	PROPOSED REVISION
phrases such as 'should' and 'may' should be used. ▪ Easy to understand – should be written in clear, concise, and plain language, avoiding ambiguity and technical jargon where possible. ▪ Measurable – should generally be expressed as quantitative standards. Qualitative provisions that aim to achieve good planning and design outcomes are also acceptable but should be specific to provide increased certainty of appropriate development outcomes. ▪ Numbered – should be clearly numbered for ease of reference. Based on the nature and complexity of the policy, specific section headings can also be used to assist with the legibility of the policy provisions. ▪ Self-contained – should ensure a single source of truth by avoiding repetition of legislation and other policies. ▪ Fair and reasonable – the impacts of policy provisions on stakeholder groups should be well considered. Local planning policy provisions can generally be categorised into four groups – residential, non-residential, operational and exemptions (refer to appendices 1A,1B and 1C for further details). It is common for a local planning policy to include a combination of these four groups. The key considerations pertaining each are outlined below. <u>(c) Operational policy provisions</u> An operational local planning policy sets out a planning process or procedure of the local government. It guides a process or assessment rather than the acceptability of an individual development proposal. The 'policy provisions' section of an operational policy should outline the steps and/or matters to be considered for the assessment of a planning proposal (or planning matter) or undertaking a planning process. <i>Note, the specific policy provisions outlined above (Appendices 1A-1C)</i>	▪ Proposed open space, vegetation retention, and site constraints 7.1.3 Concept Master Plan Where new built form or complex land uses are anticipated: ▪ Indicative layout including buildings, access, and open space ▪ Staging or development phasing, if applicable ▪ Preliminary technical inputs (e.g. traffic, drainage, noise, effluent disposal) 7.1.4 Supporting Technical Studies Where relevant (including but not limited to): ▪ Environmental or flora/fauna reports ▪ Bushfire Management Plan or Bushfire Attack Level (BAL) assessment ▪ Stormwater Management Plan ▪ Traffic Impact Statement ▪ Acoustic or odour assessments 7.1.5 Amendment Mapping and Scheme Text ▪ Draft mapping extracts showing proposed zoning changes ▪ Draft phrasing of any proposed scheme text amendments	5.1.2 Land Use Scoping Statement A Land Use Scoping Statement addressing: a) the anticipated land use outcomes and scale and intensity of proposed uses; b) amenity and environmental considerations relevant to the amendment, which may include noise, odour, traffic generation, bushfire risk and drainage; and c) the likely impact on streetscape, character, open space and vegetation where relevant. 5.1.3 Concept Master Plan Where new built form or complex land uses are anticipated, a Concept Master Plan should be provided, addressing: a) the indicative layout of development, including buildings, access, parking and open space; b) staging or development phasing, where the proposal involves multiple stages; and c) preliminary technical inputs relevant to the development, which may include traffic, drainage, noise or effluent disposal. d) The Concept Master Plan is a non-binding document intended to illustrate development intent. It does not constitute an approved development proposal. 5.1.4 Supporting technical studies Where relevant to the nature of the proposed amendment, supporting technical studies should be provided. These may include, but not limited to: a) Environmental or flora and fauna reports; b) A Bushfire Management Plan or Bushfire Attack Level ('BAL') assessment; c) A Stormwater Management Plan; d) A Traffic Impact Statement or Assessment; and e) Acoustic or odour assessments. 5.1.5 Amendment mapping and scheme text a) Draft mapping extracts showing the proposed zoning changes in sufficient detail to identify the affected lots and zone boundaries (prepared in accordance with a manner and form approved by the Commission). b) Draft phrasing of any proposed scheme text amendments, in a form that demonstrates how they would read within the Scheme. c) A draft resolution in the form approved by the WAPC for the purposes of regulation 35 of the Regulations (Form 2A — Resolution to prepare or adopt a local planning scheme amendment), prepared in a form that is capable of being adopted by Council if it resolves to initiate the amendment. The City may amend the draft resolution before presentation to Council.
	7.2 Preliminary Consultation (Pre-Statutory Advertising) The City may invite or require an applicant to undertake Preliminary Advertising prior to Council's consideration of an amendment for initiation. Preliminary Advertising will generally apply to:	5.2 Preliminary Consultation 5.2.1 The City may invite a proponent to undertake preliminary community consultation ('Preliminary Consultation') prior to Council's consideration of whether to initiate an amendment. Preliminary Consultation is non-statutory and is not a mandatory precondition for Council's consideration of an amendment request.

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<i>would sit within the policy provision section of a local planning policy.</i>	- Amendments with significant land use implications; - Amendments not aligned with the City's Local Planning Strategy; and - Amendments likely to generate substantial community interest or concern Preliminary Advertising shall be: - Undertaken for 28 days, unless otherwise determined by the City; - Conducted in accordance with general advertising provisions; - Non-statutory and not prejudicial to Council's formal consideration of the proposal; and - Clearly described as preliminary to avoid community confusion about statutory status. Council shall have regard to submissions received during Preliminary Advertising when deciding whether to initiate a Scheme Amendment.	5.2.2 The City is likely to encourage Preliminary Consultation where an amendment: a) involves significant land use implications for surrounding properties or the broader community; b) is not consistent with the City's Local Planning Strategy; or c) is likely to generate substantial community interest or concern. 5.2.3 Where Preliminary Consultation is undertaken, it should be: a) conducted for a minimum period of 28 days, unless otherwise agreed between the City and the proponent; b) clearly described to participants as preliminary and non-statutory, so that participants understand it does not form part of the formal scheme amendment advertising process; and c) not prejudicial to Council's subsequent formal consideration of the amendment. d) Council should have regard to the outcomes of any Preliminary Consultation, including the submissions received and the proponent's response to those submissions, when deciding whether to initiate an amendment.
	7.3 Processing and Assessment The City will assess the amendment request against: - Local and State strategic frameworks; - Likely impacts on adjoining land and the broader community; - Appropriateness of land use and development outcomes; and - Submissions received (if preliminary consultation occurred). To ensure transparency and to guide the statutory planning process, the Concept Master Plan and Land Use Scoping Statement are expected to form the basis of any future planning proposal. The City may not support a future planning proposal that significantly deviates from these documents. A clear and well-justified rationale must be provided for any such proposal.	5.3 Assessment 5.3.1 The City will assess an amendment request against: a) the City's Local Planning Strategy and other applicable strategic planning frameworks; b) applicable State and local planning policies, and planning codes; c) the likely impacts on adjoining land, infrastructure, amenity and the character of the area; d) the adequacy of the submission against the requirements in Clause 5.1 of this policy; and e) the outcomes of any Preliminary Consultation, where this has been undertaken. 5.3.2 Where a Concept Master Plan and Land Use Scoping Statement have been submitted and accepted by the City as part of an amendment request, those documents are expected to form the basis of any subsequent planning proposal for the relevant land. A planning proposal that significantly departs from accepted documents should be accompanied by a clear explanation of the reasons for the departure, and how the proposed changes are consistent with the objectives of any amendment that has been initiated or approved.
	7.4 Variation to Policy Requirements The City may vary the requirements of this policy in exceptional circumstances. Variations should: - Be supported by robust justification; - Demonstrate that the objectives of this policy are still met; and - Be considered in light of the broader public interest and planning principles.	5.4 Variation to Submission Requirements 5.4.1 The City may vary the submission requirements in Clause 5.1 in exceptional circumstances, where: a) the nature of the amendment is such that one or more of the required documents is not applicable or would not add meaningful information to the assessment; and b) the City is satisfied that the objectives of this policy can still be met with the information provided. 5.4.2 Any variation to submission requirements should be agreed in writing between the City and the proponent before the amendment request is submitted.

DRAFT WA PLANNING MANUAL
MANNER & FORM REQUIREMENT

ADOPTED REVISION

Document Control

A document (or version) control table should be included, as per the manner and form in Appendix 1D.

Related Documents

Legislation & Local Laws

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
City of Karratha – Local Planning Scheme No. 8
City of Karratha – Local Planning Strategy
State Planning Policy Framework

Policy Owner

Directorate

Development Services

Department

Planning Services

Review Management

Next review due:

November 2027

Appendices

Appendices may include:

- Maps
- Tables
- Figures.
- Definitions
- Submission requirements

Note: Maps, tables, and figures can be provided in the main body of the local planning policy where this assists with overall legibility.

PROPOSED REVISION

6. Document Control

Version	Date	Meeting Type	Resolution No.	Description
1.0	24 Nov 2025	Ordinary Council Meeting	OCM251124-08 Item 11.1	Original Policy Adopted
2.0	TBC	Ordinary Council Meeting	TBC	Policy Amended
3.0				
4.0				

Public Consultation	Not required – minor / administrative update		
WAPC Approval Required	No	Date Approved by the WAPC	N/A
Document Reference	Document Reference: TBC Previous Policy Number: DP26		
Next Review Date	TBC		
Review Frequency	Every 5 years		

Related Documents

Internal	External
TBC	TBC

Relevant Legislation

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Planning and Development (Development Assessment Panels) Regulations 2011
- State Administrative Tribunal Act 2004

This policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.

All records created or maintained under this document must be captured in the City's approved recordkeeping or business system. These records are to be retained and managed in accordance with the State Records Act 2000, Privacy and Responsible Information Sharing Act 2024, the City's Recordkeeping Plan, and authorised disposal authorities.

Appendix A – Definitions

Basic Amendment Has the same meaning as in the Deemed Provisions.

Complex Amendment Has the same meaning as in the Deemed Provisions.

Concept Master Plan Means a non-binding visual plan submitted with a scheme amendment request to illustrate the anticipated development intent for a site or area.

Deemed Provisions Means Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, which applies to the City of Karratha Local Planning Scheme No. 8.

Land Use Scoping Statement Means a written assessment submitted with a scheme amendment request, addressing anticipated land use outcomes, impacts and constraints.

Preliminary Consultation Means a non-statutory community consultation invited by the City prior to Council's formal consideration of a scheme amendment request.

Scheme Means the City of Karratha Local Planning Scheme No. 8.

Standard Amendment Has the same meaning as in the Deemed Provisions.