

# Planning and Development

## Step- by- step summary help sheet

**This booklet summarises all the necessary information needed to successfully navigate the regulatory planning processes.**

It also includes a checklist for submitting Planning and Building applications as well as information on local policies and laws employed in Planning plus useful contacts that may be required during the application process.



# Market research

Prior to establishing a business, it is important to understand market research to consider the viability of your concept.

## 1 Obtain market information

Contact or view [www.mandurah.wa.gov.au/EconomicDevelopment.htm](http://www.mandurah.wa.gov.au/EconomicDevelopment.htm) to obtain information relating to:

- The City of Mandurah profile
- Statistics on population and growth
- Economic profile
- Population forecast

## 2 Approach business support organisations

- Ask for advice and assistance from the Small Business Centre, Peel (refer to contact page)
- Contact the Peel Chamber of Commerce & Industry to obtain further support, information and to build networks with other local businesses (refer to contacts page)

## 3 Prepare a business plan that outlines your business in detail

- For help on writing a business plan, contact the Small Business Centre Peel or visit [www.mandurah.wa.gov.au/BusinessSupport.htm](http://www.mandurah.wa.gov.au/BusinessSupport.htm)

# Finding a suitable location

It is important to acknowledge that not all locations will be suitable for your business.

## 1 Identify the proposed nature of your business

## 2 Determine the land zoning and use class of your business

- Launch the Online Mapping to check zoning and development, aerial imagery, precinct plans, outline development plans (ODP), detailed area plans, and municipal heritage inventory. <http://gis.mandurah.wa.gov.au/IntraMaps70/> (refer to contact page)

## 3 Search for potential premises/land

- Search for potential premises/land by contacting local real estate agents for other opportunities in Mandurah.

## 4 Ensure the site or premises you select is appropriate for your proposed use and has no outstanding issues prior to committing to a lease or purchase.

- Check with the City's Planning service if your proposed use aligns to zoning of the site/property (refer to contacts).
- Planning services can also confirm if there are any approvals granted on the site/property that would allow your proposed business to operate.

# Lodging a Planning Application

A Planning Approval or Development Approval, is a legal document which certifies that land or a building can be used for a specific purpose. It also details any conditions under which the land or building may generally be used.

## 1 Establish if Planning Approval is required

- Check website or seek advice for the City's Planning services (refer to contacts or [www.mandurah.wa.gov.au/planning.htm](http://www.mandurah.wa.gov.au/planning.htm))

## 2 Establish which type of Planning Application you require

Check website or seek advice from the City Planning Service (refer to contacts or [www.mandurah.wa.gov.au/planning.htm](http://www.mandurah.wa.gov.au/planning.htm)). There are four main categories of planning applications.

- Development Application
- Change of use Application
- Home Business Application
- Signage Application

## 3 Ensure you have all the correct documents and information to make your Planning Application

- Refer to checklist

## 4 Determine whether further approvals from the City or State Government agencies are required

- Seek advice from the City's Planning Services (refer to contacts).

## 5 Submit Planning Application and await assessment

You will be advised during this process whether additional information or amended plans are required.

## 6 Await Planning Application outcomes prior to commencing work or trade

If your approval is denied, you should seek a review of the decision through the State Administrative Tribunal (refer to contacts).

# Lodging a Building Application

A building licence is a legal document issued by the City and regulated under the The Building Act 2011 (the Building Act) by the Building Regulations Legislation of Western Australia, which adopts the provisions of the building codes of Australia.

**1 Ensure a Planning Approval is in place or that you are exempt from requiring one.**

**2 Establish whether a Building Permit is required**

Seek advice from the City's Building Services (refer to contacts or [www.mandurah.wa.gov.au/building.htm](http://www.mandurah.wa.gov.au/building.htm))

A Building permit will be required for:

- New premises
- Alterations and additions to existing buildings
- New fit outs to existing premises
- Miscellaneous structures (pergolas, signs, etc)

**3 Ensure you have all the correct documents and information to make your Building Application**

- Refer to checklist

**4 Determine whether further approvals from the City or other State Government agencies are required**

- Seek advice from the City's Building Services (refer to contacts)

**5 Submit Building Application and await assessment**

You will be advised during this process whether additional information or amended plans are required.

**6 Obtain the Building Permit prior to commencing works**

If you are not satisfied with the decision, you can appeal through the state Administrative Tribunal (refer to contacts).

# Lodging a Health Application

Health approval is a legal requirement for activities captured under the Health Act 1911, Food Act 2008 and other health related legislation.

## 1 Ensure a Planning Approval is in place or that you are exempt from requiring one

## 2 Establish whether a Health Approval is required

Check website or seek advice from the City's Health Services (refer to contacts or [www.mandurah.wa.gov.au/public-health.htm](http://www.mandurah.wa.gov.au/public-health.htm)).

A Health approval will be required for:

- Food business (including bed and breakfast, family daycares and child care centres)
- Public Buildings (i.e. tavern, gym, conference centres, dance studios, auditoriums etc)
- Hairdressers and Skin penetration (i.e. beauty therapy and tattooing)
- Waste water disposal (i.e. septic system and grey water)
- Offensive trade (i.e. fish processing & laundries and dry cleaning)

## 3 Establish which type of approval is required

Contact the City's Health Services to confirm what approval is required for your proposed activity (refer to contacts).

## 4 Ensure that you have all the required documents for your Health Application

Submit all relevant information such as application form, plans (must be to scale) and any applicable fees

## 5 Await Health Application assessment

Approval must be granted by the City's Health services prior to operation or conduct of proposed activities.

# Lodging for State Government approval

In some cases other approvals may need to be obtained from other State Government agencies, in addition to approvals delivered by the City.

**1 Below is a list of some of the other agencies that you may also need to seek approval from other than the City**

**2 Establish whether State Government approvals are required:**

Seek advice from the City Planning Services (refer to contacts)

**If you are considering applying for a Subdivision Approval or requesting amendments to District Planning Schemes/Rezoning:** You will have to contact the Western Australian Planning Commission (refer to contacts).

**You must lodge an application to the Water Corporation** (refer to contacts)

**If you applied for a Building Approval:**

You may have to get all electrical and gas fitting equipment approved by Alinta Gas and Synergy (refer to contacts)

**If you submitted a Commercial Building Application:**

You will be required to submit your building plan assessment to Fire and Emergency Services (DFES) (refer to contacts).

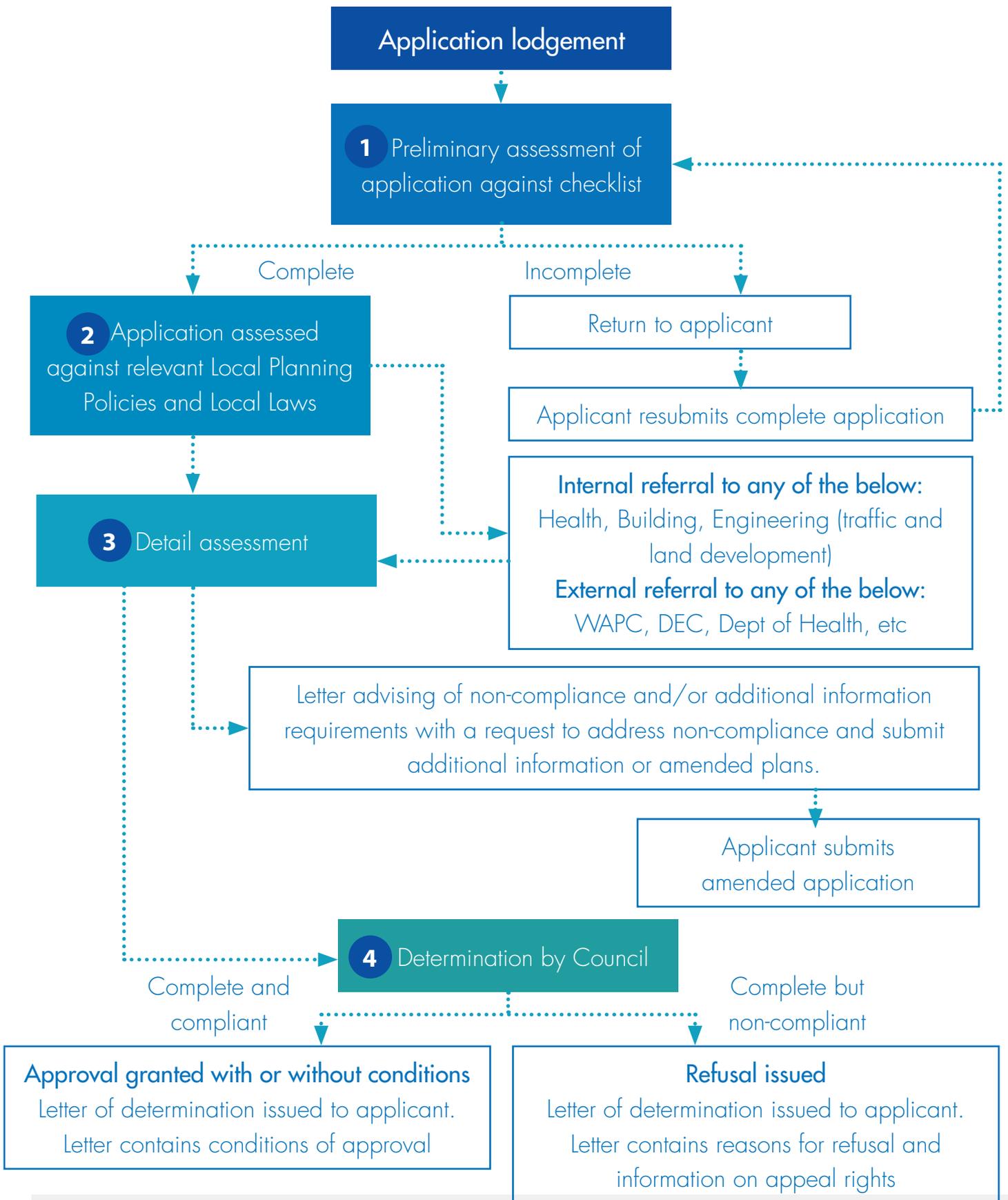
**If you are establishing Food Premises**

- You will have to contact the Water Corporation (refer to contacts) as all plumbing has to be carried out by a licensed plumber and the Industrial Waste Section should be consulted to determine if a grease trap is required.
- If grease trap is required the Department of Environmental and Conservation (refer to contacts)

**Public aquatic facilities** (including hotels, motels, retirement and lifestyle villages) An application must be lodged and approval granted by the Department of Health to operate aquatic facilities such as a swimming pools and spas for public use.

[www.public.health.wa.gov.au/3/887/2/aquatic\\_facilities\\_forms\\_factsheets\\_and\\_checklists.pm](http://www.public.health.wa.gov.au/3/887/2/aquatic_facilities_forms_factsheets_and_checklists.pm)

# Planning Application process



1 2 3 4 = Key assessment steps

# Planning Application checklists

## Planning Application (information required)

- Complete application for Planning Approval (3 copies)
- Schedule fee
- A site plan showing the location of existing/structures, access points, car parking areas, landscaping areas, signage located etc. The site plan is to detail setbacks from boundaries, and a north point and should be drawn to an appropriate scale (3 copies required)
- A floor plan showing the floor layout, floor areas, proposed use to the floor space (3 copies required)
- Elevations of the building. The elevation plan should depict natural ground levels, finished floor levels, ceiling heights and the total height of the building (3 copies required)
- Accompanying letter - building use, number of employees
- Certificate of title (not more than 3 months old)
- Other information may be requested by the City to assist in determining the application

## Change of Use (information required)

- Completed application for Planning Approval (3 copies)
- Scheduled Fee
- An existing site plan, showing number of units/tenancies, existing use in each tenancy, number of car parking bays on site, area of landscaping, crossover locations, location of signage etc. The site plan is to detail setbacks from boundaries, and a north point, and should be drawn to an appropriate scale. (3 copies required)
- A floor plan showing floor layout, floor areas, proposed use of floor space. (3 copies required)
- Accompanying letter

## Home Business (information required)

- Complete application to Carry On a Home Occupation
- Scheduled Fee
- A site plan showing the location of existing/proposed building/structures, access points, car parking areas. The site plan is to detail setbacks from boundaries, and a north point, and should be drawn to an appropriate scale
- A floor plan to scale showing the location of existing/proposed use
- Accompanying letter
- Other information may be requested by the City to assist in determining the application

## Signage (information required)

- Complete application for Planning Approval
- Scheduled Fee
- Elevation of the sign or façade of the building to which the sign is to be affixed. The elevation plan should depict the total height of the sign, the height of any poles supporting the sign, the height and width of the sign face and proposed graphics/ wording on the sign. (2 copies required)
- Any other information that is required to assist in assessing the application i.e. details on the nature of illumination where applications for illuminated signs are submitted
- Plans drawn to scale showing size, position and inscription to appear thereon, the method of construction and fixing of the sign for which the license is sought
- Where required, a certificate from a structural engineer or other person approved by the City of Mandurah certifying that the building or structure upon which it is proposed to be placed is in all respects of sufficient strength to support the sign, under all conditions, and that the sign itself is of structurally sound design
- Such other information may be required by the City to assist in determining the application

# Building Application checklist

## Building Application (information required)

- Complete application for Application for Building Permit – Certified (form BA1) and Certificate of Design Compliance
- Scheduled Fee
- A floor plan showing the floor layout, floor areas, and proposed use to the floor space
- Elevations of the building. The elevation plan should depict natural ground levels, finished floor levels, ceiling heights and the total height of the building
- Other information may be requested by the City to assist in determining the application

# Environmental Health Application checklist

## Environmental Health Application (information required)

Once you have satisfied any planning or building requirements, you will need to complete the following steps in order for your application to be assessed against the relevant health requirements:

- Contact the City's Health Services to confirm what approval is required for your proposed activity
- Complete the relevant application with plans and pay applicable fee
- A site plan (to scale) of the proposed business (2 copies required)

# Contacts

## Alinta Gas

General Enquires: 13 13 58

Email: (Business)energy.sales@alintaenergy.com.au

## Peel Chamber of Commerce & Industry Inc

General Enquires: 9581 3693

Street Address: Mandurah Transit Station Office

Cnr Galgoyl Rd and Allnutt St Mandurah 6210

Email: admin@peelcci.com.au

Visit: <http://www.peelcci.com.au>

## City of Mandurah

General Administration

General Enquires: 9550 3777

Email: [council@mandurah.wa.gov.au](mailto:council@mandurah.wa.gov.au)

Visit: [www.mandurah.wa.gov.au](http://www.mandurah.wa.gov.au)

Postal Address: P O Box 210 Mandurah WA 6210

Street Address: 3 Peel Street Mandurah

Opening Hours: 8.15am - 4.30pm

The Following Departments will be able to support you with your enquires:

- Planning Services
- Building Services
- Environmental Health Services
- Economic Development

## Department of Environmental Health and Conservation

General Enquiries: 6467 5000

Visit: [www.der.wa.gov.au](http://www.der.wa.gov.au)

## Department of Health

General Enquires: 133 677

Visit: [www.health.wa.gov.au](http://www.health.wa.gov.au)

## Fire and Emergency Service

General Enquires: 9395 9800

Visit: [www.dfes.wa.gov.au/regulationandcompliance/buildingplanassessment](http://www.dfes.wa.gov.au/regulationandcompliance/buildingplanassessment)

## Planning Institute of Australia - WA Division

General Enquires: 9382 2100

Email: [wa@planning.org.au](mailto:wa@planning.org.au)

Visit: [www.planning.org.au/wa](http://www.planning.org.au/wa)

## Small Business Centre Peel

General Enquires: 9582 0022

Street Address: 59 Reserve Drive Mandurah

Visit: [www.sbcpeel.com.au](http://www.sbcpeel.com.au)

## State Administrative Tribunal

General Enquires: Phone: (08) 9219 3111 or 1300 306 017 (cost of a local call)

Street Address: Fourth Floor,

12 St Georges Terrace Perth

Postal Address: GPO Box U1991, Perth 6845

Visit: [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au)

## Synergy

General Enquires: Business 13 13 54

Visit: [www.synergy.net.au/index.xhtml](http://www.synergy.net.au/index.xhtml)

## Water Corporation - Builders and Developers

General Enquires: 13 13 95 or 9420 2099

Visit: [www.watercorporation.com.au/home/builders-and-developers](http://www.watercorporation.com.au/home/builders-and-developers)

## Western Australian Planning Commission Mandurah

General Enquires: 9586 4680

Street Address: Unit 2b,

11-13 Pinjarra Road, Mandurah

Visit: [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

