

## Development Approval – INFORMATION SHEET

### COMMERCIAL AND INDUSTRY \*not applicable to change of use

#### Enquiries and Lodgement

Enquires: planning services 6820 3000 or email [planning@albany.wa.gov.au](mailto:planning@albany.wa.gov.au)

Lodge: online (preferred) [www.albany.wa.gov.au](http://www.albany.wa.gov.au) or via email [planning@albany.wa.gov.au](mailto:planning@albany.wa.gov.au)  
In person by visiting the City of Albany 102 North Road, Albany

Once your application is deemed complete, we'll reach out to collect credit card details by phone. *If the application is missing information, we'll contact the applicant to explain what's needed or request modifications.*

#### Considerations prior to building, altering and extending

Before designing doing works on a commercial or industrial site, consider the following:

- Property Zone – Local Planning Scheme [Web map](#)
- The City's [Local Planning Scheme](#)
- The Planning Codes ([R-Codes www.wa.gov.au](http://www.wa.gov.au)) of Western Australia (if applicable)
- Any relevant:
  - [Local Planning Policies](#)
  - [Development area plans](#): (e.g. Structure Plans; Local Development Plans)
- If the lot is heavily constrained we recommend a consultation with a planner prior to the design.

#### Bushfire Attack Level (BAL) Assessment

- Is your lot in a bushfire prone area? [Check this map www.slip.wa.gov.au](http://www.slip.wa.gov.au)
- A BAL assessment must be conducted by an accredited Bushfire Practitioner or as per State Planning Policy 3.7 Planning in Bushfire Prone Areas.
- Note that even if a BAL is not needed for a development application, it may still be required for a Building Permit Application.
- Further information on bushfire prone areas and bushfire requirements are available on:
  - City's website - [Development in Bushfire Prone Areas](#) or
  - WAPC [Guidelines for Planning in Bushfire Prone Areas](#)

#### Information related to engineering

In certain cases, additional engineering-related specifics might be necessary. However, it's important to note that at this point, the provided information doesn't need to be certified engineering; rather, it's just additional data to ensure the design's compliance with requirements.

- For certain developments that include earthworks, an engineering certification, soil report, or geotechnical report may be necessary to ensure compliance with acceptable construction practices.  
*These may include (but not limited to) unretained cut and fill over 2m in height; location to existing structures; soil types and moisture content; to meet slope ratios in accordance with NCC acceptable construction practice see the website [ncc.abcb.gov.au](http://ncc.abcb.gov.au) –Volume 2 for further information.*
- Proposed retaining walls for sites with low elevation, coastal proximity, or sloping terrain, where groundwater or perched water might pose problems due to soil conditions or site slope; additional details may be required, including:
  - subsoil / subsoil drain to support drainage for retaining walls.
  - Basic indicative footing details (does not need to be engineered)

*\*A detailed stormwater/retaining wall/engineering plans will be required at building permit stage.*

## Vehicle parking and access

- Additional information may be needed to ensure compliance with Australian Standards AS 2890 for parking, including parking for people with disabilities and bicycle parking as applicable.

*A detailed design is required for the building permit application. A Vehicle and Stormwater Plan may be combined.*

## Stormwater management and soil report

- Additional information may be required to ensure design will be in accordance with the City's Subdivision & Development Guidelines.
- For plans involving development sites in water-sensitive areas, high groundwater areas, difficult/sloping sites, or sites without access to City stormwater infrastructure, a detailed stormwater plan and/or soil report may be required.

## Heritage

- A Heritage Impact Statement may be required if the property is on the City's Heritage List. Refer to the City's [Heritage webpage](#) for further information.

## CHRMAP (Coastal Hazard Risk Management and Adaptation Planning) and coastal hazards

- Consult with the City to determine if the property is within a special control area or an area with identified coastal hazards, such as inundation, erosion, and storm surge, as special design criteria may apply.

## Public drinking water source area

- Additional information may be required if the property falls within a proclaimed Public Drinking Water Area. Consult with the City to determine if the property is within a special control area.

## Acid sulfate soils

- Where acid sulfate soil are identified you may be required to provide an *Acid Sulfate Soils Management Plan* for approval as part of your application. Consult with the City to determine if the property is affected by acid sulfate soils.

## Sewer sensitive area

- Consult with the City to confirm if your lot falls within a sewer sensitive area [www.wa.gov.au](http://www.wa.gov.au) and discuss the proposal with a City Environmental Health Officer before lodging the application where it's not connected to reticulated sewer [staff@albany.wa.com.au](mailto:staff@albany.wa.com.au).

## Other Approval Requirements

Building or altering/extending a commercial or industrial site may require several approvals from the City, including (but not limited to):

### Building Permit

- Before starting any construction, you need to submit an application for a building permit and obtain approval from the City's Building Services. Planning Approval is separate and doesn't replace a building permit.
- If your proposal needed Planning Approval, ensure you meet any additional requirements specified, such as submitting details on external materials, colors, landscape plans, and Section 70A Notifications etc.

### Effluent Disposal System and Grey Water System Approval

- If the proposed dwelling won't connect to the reticulated sewage system, you must apply for approval for a septic system from the City.

Refer to the City's [Environmental Health](#) webpage for further information.

## Demolition Permit

- If your project involves demolishing existing structures, you may need to apply for a demolition license from the City's Building Services.

Refer to the City's [Building and Demolition](#) webpage for further information.