

Adjoining Owners Comment - Information Sheet

Introduction

If you have been advised to apply for Development Approval and need to obtain comment from adjoining land owners, this information sheet is intended to guide you through that process.

Your application will be processed without delay if you can provide all the information requested.

'Development' refers to the development or use of any land, including:

- (a) demolition, erection, construction, alteration of or addition to any building or structure on the land;*
- (b) excavation or other works; and*
- (c) internal and external works to a place which has heritage significance.*

Please contact our Development Information Services team for advice regarding your development. Contact details are at the end of this information sheet.

Why do I need to get comment from my neighbour/s?

You will need to get comment from your neighbour/s (adjoining land owners) if your proposal needs an Application for Development Approval to:

- Vary a requirement of the City of Albany Local Planning Scheme No 1;
- Vary a requirement of a City of Albany Local Planning Policy; or
- Assess your plans against one or more design principles of the Residential Design Codes (R-Codes).

How do I get comments from my neighbours?

1. Complete the Adjoining Owners Comment Form. This form is available either on the City of Albany website www.albany.wa.gov.au or direct from our office;
2. Prepare a letter advising your neighbour of your development and why their comment is required;
3. Prepare copies of plans for your neighbour to view – they will need to sign these plans to prove that they have seen them;
4. **Arrange for the neighbours to sign both the comment form and the plans** – either by handing to them in person or posting via Registered Post.

If you post them, make a copy of what you have included in the letter and keep the Registered Post receipt as proof of the date it was posted. The time frame for the comment period is worked around this date.

What happens next?

When the comment form and plans have been signed, or you have posted them to your neighbours, you can then:

- Lodge your Application for Development Approval;
- Include everything with this application that is listed on the Development Application Checklist (see City of Albany website for this form);
- Attach the signed comment form and signed plans; or the Registered Post receipt and the copies you kept of what was posted to your neighbours.
- Your application will then be able to be processed and assessed.
- The application may be delayed by the amount of time needed to wait for comment that is still to be received (ie If you have posted the forms and plans via registered post) however the assessment can still begin while we are waiting on that comment.
- Where no response is received from the neighbours who have been consulted, within the time frame given to them, the planning officer will assess the application on its merits.
- At the end of the comment period, you may be provided with a summary of any issues raised and given an opportunity to respond to any concerns.

For assistance with any of these processes, please contact the Development Information Services team by:

Email: planning@albany.wa.gov.au

Phone: 6820 3040

In person: at the City of Albany administration office located at 102 North Road, Yakamia where we have someone available from 9am to 4:30pm daily.