City of Bayswater

Request for Written Planning Advice

What information can I ask the City for advice on?

Only basic planning advice can be provided in response to a request for written planning advice and response will be limited to provision of technical advice and interpretation of applicable planning requirements under the City's Town Planning Scheme 24, the City's Local Planning Policies and the R-Codes.

The following queries cannot be responded to via a request for written planning advice:

- Pre-lodgement assessment of proposed development plans.
- Analysis of various options for the proposed development.
- Whether the City can support a proposed variation to any development standard (which can only be dealt with through the development application process).

Note: For Clause 61A Deemed-to-Comply checks, please lodge a 'Development Application Exemption' with the City.

When can I expect a response?

The City will endeavour to process all written planning advice requests within 14 calendar days from receipt of payment. Please note that the nature of the query may require additional time for the City to respond. The City's officers will advise if additional time is required in the first instance.

How can I submit this Request for Written Planning Advice?

The request is required to be made in writing to planning.referrals@bayswater.wa.gov.au and will incur a fee in accordance with the City's Schedule of Fees ($73.00). The City will provide a response via email.

Property details		
Lot No:	House/Street No:	Location No:
Street Name:		Suburb:
Nearest street intersection:		

Applicant details	
Name:	
Address:	Postcode:
Phone Number:	
Email Address:	
Contact person for correspondence:	
Signature:	Date:

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Request for Written Planning Advice

Nature of Written Planning Advice Request

Please describe, in detail, the specific planning advice or information required (e.g. current zoning, plot ratio, land user etc.) and the purpose for which it is intended. Please provide any supporting documents (if required):

Declaration

☐ By ticking this box, I confirm I understand that this form authorises the City of Bayswater to reproduce any documents associated with this application for internal purposes only.

☐ By ticking this box, I confirm I have read and agree to abide by the associated Terms and Conditions. I also confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA).)*

Submission Requirements

Please email the following to planning.referrals@bayswater.wa.gov.au:

- Completed 'Request for Written Planning Advice' Form
- A copy of any supporting documents/information (if required)

**Payment must be made before the City can commence a Request for Written Planning Advice*

City of
Bayswater

Privacy Collection Notice: The City of Bayswater collects personal information, including name, postal address, phone number and email address, to process requests for written planning advice under *Fencing and Floodlighting Local Law 2016*, *Local Government Act 1995 (WA)* and *Town Planning Scheme No. 24*. Personal information may be used by relevant City officers and disclosed to contractors, service providers, government agencies, regulators or other parties where authorised or required by law. Providing this information is required; if the requested information is not provided, the City may be unable to assist with your enquiry. To access or correct your personal information, contact the Freedom of Information Officer at mail@bayswater.wa.gov.au or (08) 9272 0622. For details on how your information is used, disclosed and managed in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA),* refer to the Privacy and Information Sharing Policy on the City's website or contact the Privacy Officer at pris@bayswater.wa.gov.au.