



Advertising and Community Consultation

Consultation with the owner(s) of the adjoining property may be required for a number of reasons. These usually involve proposals that do not comply with the requirements of the Residential Design Codes, Town Planning Scheme or Policies. The consultation process is undertaken to ensure the City can determine an application in light of a proposals impact on the affected properties and the relevant legislation in the fairest way possible.

Listed below are a number of common instances where consultation with neighbours is undertaken. Consultation may be carried out in other instances at the discretion of the City where allowed by the Town Planning Scheme or Residential Design Code requirements. It may also be required to consult more than one neighbour in some instances.

- Setback Variations to the Residential Design Codes or Town Planning Scheme.
- Fill and Retaining Walls in excess of 500mm
- Size and Height of Outbuildings (Refer to Policy)
- External finishes of a building
- Over-height Buildings (Refer to Policy)

Methods of Consultation

Where consultation is required, it must be undertaken in a manner that gives the parties being consulted reasonable access to view and understand the plans of the proposal. The City of Mandurah must also be certain that the neighbour has had a fair chance to comment on the proposal and that they have been provided with an accurate plan and description of the proposal. Consultation may be undertaken by the City or by the applicant. If undertaken by the City, the affected owners will be given the opportunity to view the plans at Council's Administration Building and be given a period of 14 days in which to comment on the proposal. If the City does not receive comment within 14 days, it may be deemed that the neighbour has no objections to the proposal. The City will then determine the application. It should be noted that this does not mean that the proposal will be approved as indicated in the submission.

An applicant may undertake the consultation process himself or herself. The City must be certain that the neighbours have been given a good description of the proposal and are aware of the possible impact upon their property. If the consultation is intended to be undertaken by mail, the information that needs to be sent to the neighbours must be forwarded by registered mail. A copy of the Post receipt is to be submitted to the City to ensure that it can be satisfied that the affected owner has been given the right information and that they have had sufficient time to consider the proposal.

Below is a description of the process an applicant must follow for the City to accept their neighbours comment.

- Contact an officer from the City of Mandurah Development Services Section or the officer dealing with your application to find out which properties are impacted on by the proposal to determine whom you are required to consult.
- If Provide the neighbours with a site plan (and floor plan and elevations if necessary) that clearly indicates, with dimensions, the proposed location of the building on the site. The plans must also clearly indicate the dimensions (width, length, height and total area) of the proposed building.

- Provide the neighbours with a written description of the proposed building describing the location, size and materials of the building, e.g. Say you wished to build a residence with the wall of your garage built up to the boundary, the description provided to you neighbour may read similar to this:

“A single storey brick and tile residence incorporating a double garage with a rendered brick wall built up to our adjoining property boundary measuring approximately 6.5m in length and approximately 2.7m in height from the natural ground level at our boundary.”

- The written description and site plan must be signed by the neighbours to confirm that the neighbours have seen the proposed plan.
- Any signatures endorsed by the neighbours must be dated and accompanied by their name, contact telephone number and address of their property in question (i.e. the neighbouring lot, not their postal address).
- Original copies of the documents must be sent to the City of Mandurah.

If this process is not followed and the City is not provided with a signed and dated written description **and** site plan or if Council officers feel that the neighbour has been misled or may be confused about the proposal, the City may undertake further consultation with the neighbour.

Notes for Neighbours

If your neighbour has requested you to provide comment on any development, **make sure you understand the proposal before signing the plans and comment form.** If you do not understand what is being proposed, ask someone to explain it to you. Council officers can offer unbiased information on proposals should you wish to discuss it with them, or you may feel more comfortable having an architect or builder discuss the proposal with you and explain exactly how you and your property will be affected.

If the applicant has not supplied any of the above items to you, request them to provide any information you need to make your decision.

For further information on any of the above please contact Council's Planning and Projects Section on 9550 3748 or planning@mandurah.wa.gov.au.

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