



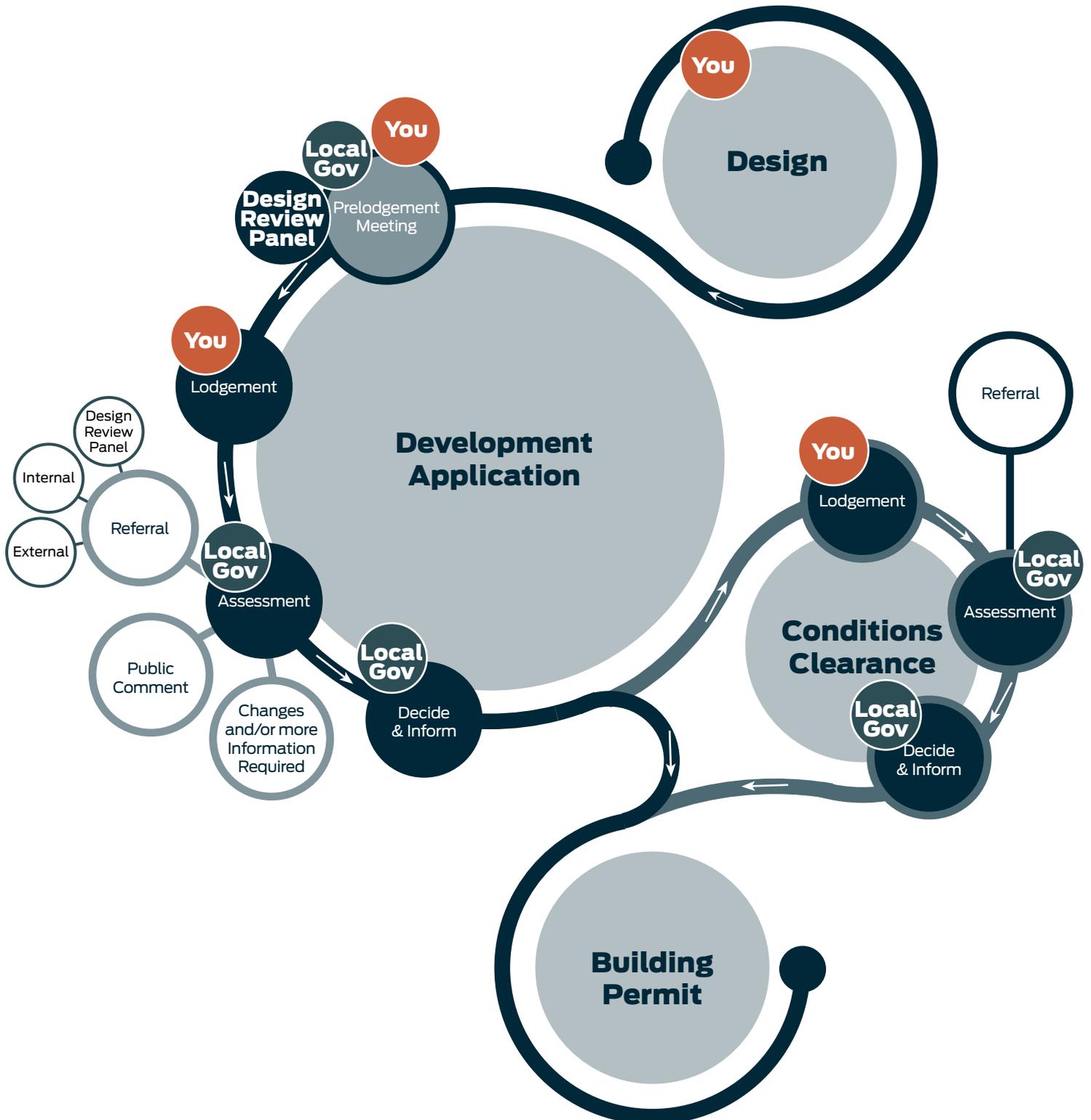
# Development Approval Process

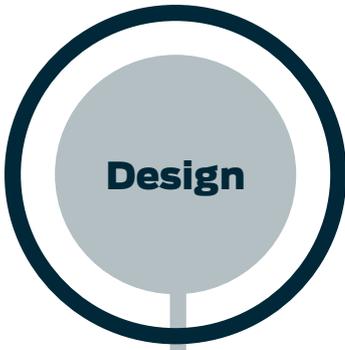


Town of  
**Port Hedland**

# Obtaining development approval map

Development approval is a legal document that provides permission for a specified use or development to occur on a particular piece of land. It is obtained by submitting a development application by following this process.

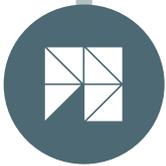




**This is where it begins.**  
Applicants work on a concept for their development.



**What you need to do**  
Depending on the size and scale of the project, you may be required to consult or commission, town planners, engineers or other service providers prior to lodging a development application.



**Our role**  
We are not involved in this process but may be able to provide advice and assistance if required.





Development approval is a legal document that provides permission for specified use or development to occur on a particular piece of land. Please see the 4 step guide below.



### **Pre-lodgement meeting**

While not compulsory, pre-lodgement meetings are recommended if you need assistance understanding the process requirements or are proposing a large-scale development.



### **What you need to do**

Depending on the size and scale of the project, you may be required to consult or commission architects, town planners, engineers or other service providers prior to lodging a development application.



### **Our role**

We cannot provide direct design advice, but can provide general advice and assistance based on local government requirements.

As part of our role, we may refer your pre-lodgement design to the Town's Design Review Panel.

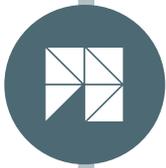


## **Lodge Development Application**



### **What you need to do**

1. **Gather all of the required documents outlined in the Development Application Checklist. This typically includes:**
  - Completed application for development approval form
  - Certificate of Title & Deposited Plan
  - Cover letter
  - A copy of all relevant plans
  - Technical reports may also be required
2. **Submit your application**
  - By post to: PO Box 41, Port Hedland WA 6721
  - By hand to: 13 McGregor Street, Port Hedland
  - By email: [eplanning@porthedland.wa.gov.au](mailto:eplanning@porthedland.wa.gov.au)
3. **Pay the required application fee**
  - Application fees vary between developments; use our Fee Schedule to estimate the amount payable.



### **Our role**

To assist with any enquiries you may have, facilitate the lodgement and evaluate the application to ensure it is ready for assessment. We will contact you if additional information is required.



## **Application assessment**



### **What you need to do**

Nothing unless changes or more information is required.

- **If changes are required:** We will contact you to discuss.
- **If public comment is required:** We may decide your development requires public consultation if it proposes a significant variation to the planning framework or will impact nearby property owners, stakeholders or the general public. If so, we will seek public comment on the application.
- **If referral is required:** We may refer your application to other relevant agencies or the Town's Design Review Panel. There is generally a 30-day period allocated to this process.



### **Our role**

We will assess your proposal against the relevant planning framework for the area in which you wish to develop.



## **Application Decision**



### **What you need to do**

This depends on the outcome of our assessment

- **If your application is approved:** Proceed to Building Permit stage
- **If your application is approved, but requires further details or management plans:** See section below on further details or management plans
- **If your application is refused or you are not happy with the conditions:** Should you not be satisfied with the conditions associated with your development approval, you may:  
Ask the Town to reconsider its decision or apply to the State Administrative Tribunal for a review.  
The State Administrative Tribunal is located at Level 6, State Administrative Tribunal Building, 565 Hay Street, Perth WA 6000 and its telephone number is 9219 3111 or 1300 306 017.



## **Our role**

Our planning team will provide you with a decision notice.

## **How long does it take?**

This depends on the information submitted in the application, complexity and if advertising is needed. As a general rule:

- 60 Days if advertising is not required
- 90 Days if advertising is required

However, the Town's planners will make every effort to have a decision for you prior to those timeframes, where possible.



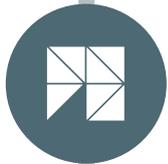


## Lodge further details or management plans



### What you need to do

Obtain and submit the requested information. This may include survey plans, amended drawings, material or colour schedules, acoustic reports, construction management plans, stormwater management plans or landscaping plans.



### Our role

We will outline the information required to obtain clearances. We will liaise with you during this process should you require any clarification.



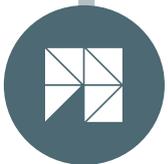
## Conditions Clearance assessment



### What you need to do

Nothing unless changes are required.

1. If changes are required: We will contact you to discuss.
2. If referral is required: We may refer your application to other agencies.



### Our role

We will assess your drawings or plans against the relevant planning framework for the area in which you wish to develop and conditions listed on the approval.



## Conditions



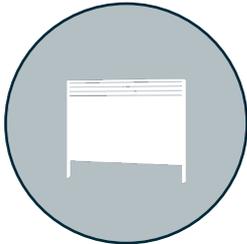
### What you need to do

This depends on the outcome of our assessment:

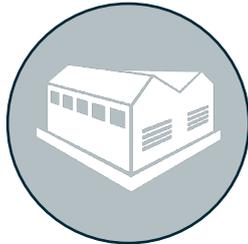
1. If you have satisfied all relevant conditions: You will be issued with a clearance letter and can apply for a Building Permit (refer to Building permit process map)
2. If you have satisfied all relevant conditions: We will advise which changes are required.

**What Requires Development Approval?**

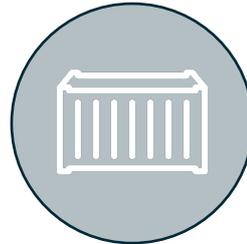
Below is a general summary of what requires development approval from the Town



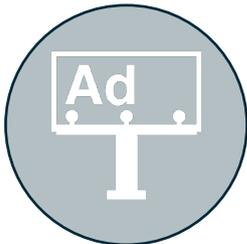
Front fences that are solid above 1.2m



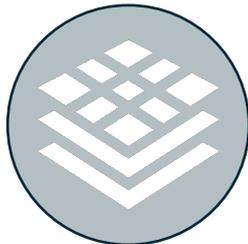
Sheds and granny flats that don't meet all deemed-to-comply provisions of the Residential Design Codes & local planning policies



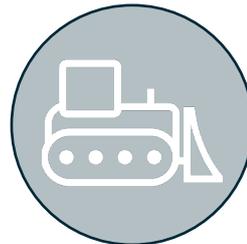
Transportable buildings & sea containers



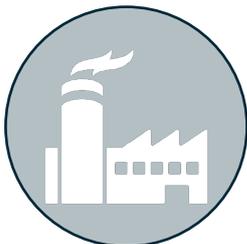
Advertising signage that doesn't comply with the Town's local planning policy on Advertising Signage



Change of land use



Earthworks



Industrial & commercial development



Townhouses/grouped dwellings & apartments



Operation of a home business

Please note the above are examples only.

Clarification should always be sought from the Town's Planning and Development Team on 08 9111 5000 or at [ePlanning@porthedland.wa.gov.au](mailto:ePlanning@porthedland.wa.gov.au).



**Town of Port Hedland**

Civic Centre  
McGregor Street  
Port Hedland WA 6721  
council@porthedland.wa.gov.au  
www.porthedland.wa.gov.au



Town of  
**Port Hedland**