

REQUIREMENTS FOR LOCAL PLANNING SCHEME AMENDMENTS

1. Citation

This is a Local Planning Policy prepared pursuant to Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions). This policy may be cited as Local Planning Policy 26 – Requirements for Local Planning Scheme Amendments (LPP 26).

2. Introduction

The City of Karratha Local Planning Scheme No. 8 (Scheme) is a statutory instrument that is periodically amended to respond to changing planning needs, land use proposals, strategic priorities and the evolution of the State planning framework. Scheme amendments range from minor administrative corrections to significant changes in zoning and land use permissibility.

The Deemed Provisions define three categories of scheme amendments; Basic, Standard and Complex, each with different statutory processes and community engagement requirements. The statutory process for each amendment type is prescribed by Part 5 of the Deemed Provisions. The Deemed Provisions do not prescribe a timeframe within which a proponent's scheme amendment request must be presented to Council for initiation, nor do they require the City to present a request that is incomplete or inadequately supported. This policy addresses that gap.

This policy sets out the information that should accompany a scheme amendment request, describes how the City will manage requests that do not meet submission requirements, establishes a service standard for processing complete requests, describes the circumstances in which the City may encourage preliminary community consultation before Council formally considers initiation, and outlines the matters the City will consider when assessing a request.

3. Objectives

3.1 The objectives of this policy are:

- (a) To ensure that sufficient technical and contextual information is provided by proponents to support a meaningful assessment of scheme amendments requests;
- (b) To establish a clear service standard for the City's processing of scheme amendment requests, so that proponents have reasonable certainty about timeframes;
- (c) To encourage early community engagement through preliminary consultation where appropriate, to support informed Council decision-making;
- (d) To support timely and transparent assessment of scheme amendments in accordance with sound planning principles; and

- (e) To ensure that proposed amendments are consistent with the City's Local Planning Strategy, together with the applicable state and local planning policy framework, or that clear justification is provided where they are not.

4. Application

- 4.1 This policy applies to all requests to amend the City of Karratha Local Planning Scheme No. 8 (Scheme) that are classified as Standard amendments or Complex amendments under the Deemed Provisions.
- 4.2 The policy does not apply to Basic amendments as defined in the Deemed Provisions.
- 4.3 This policy is to be read in conjunction with the Scheme and the Deemed Provisions. To the extent of any inconsistency between this policy and the Deemed Provisions or the Scheme, the Deemed Provisions and the Scheme prevail.
- 4.4 Compliance with this policy does not constitute endorsement of a scheme amendment request or predetermine Council's decision on whether to initiate an amendment. The City's obligation to comply with statutory process requirements is not affected by this policy.

5. Policy Provisions

5.1 Submission Requirements

The following information should be submitted with any request to amend the Scheme. The City may request additional information where it considers that what has been provided is insufficient to enable a proper assessment of the amendment.

5.1.1 Explanatory report and justification

A full description of the proposed amendment, including the amendment type (standard or complex) and the specific Scheme provisions and/or zoning maps to be amended.

5.1.2 A planning rationale that demonstrates:

- (a) consistency with the City's Local Planning Strategy and applicable State planning policies; or
- (b) Where the amendment is not consistent with the Local Planning Strategy or a State planning policy, a clear justification for the departure, including the planning benefits that would be achieved.
- (c) An assessment on the likely impact on adjoining land uses, amenity, infrastructure and existing zoning.

5.1.3 Land Use Scoping Statement

A Land Use Scoping Statement addressing:

- (a) the anticipated land use outcomes and scale and intensity of proposed uses;

- (b) amenity and environmental considerations relevant to the amendment, which may include noise, odour, traffic generation, bushfire risk and drainage; and
- (c) the likely impact on streetscape, character, open space and vegetation where relevant.

5.1.4 Concept Master Plan

Where new built form or complex land uses are anticipated, a Concept Master Plan should be provided, addressing:

- (a) the indicative layout of development, including buildings, access, parking and open space;
- (b) staging or development phasing, where the proposal involves multiple stages; and
- (c) preliminary technical inputs relevant to the development, which may include traffic, drainage, noise or effluent disposal.

The Concept Master Plan is a non-binding document intended to illustrate development intent. It does not constitute an approved development proposal.

5.1.5 Supporting technical studies

Where relevant to the nature of the proposed amendment, supporting technical studies should be provided. These may include, but not limited to:

- (a) Environmental or flora and fauna reports;
- (b) A Bushfire Management Plan or Bushfire Attack Level (BAL) assessment;
- (c) A Stormwater Management Plan;
- (d) A Traffic Impact Statement or Assessment; and
- (e) Acoustic or odour assessments.

5.1.6 Amendment mapping and scheme text

- (a) Draft mapping extracts showing the proposed zoning changes in sufficient detail to identify the affected lots and zone boundaries (prepared in accordance with a manner and form approved by the Commission).
- (b) Draft phrasing of any proposed scheme text amendments, in a form that demonstrates how they would read within the Scheme.
- (c) A draft resolution in the form approved by the WAPC for the purposes of regulation 35 of the Regulations (Form 2A — Resolution to prepare or adopt a local planning scheme amendment), prepared in a form that is capable of being adopted by Council if it resolves to initiate the amendment. The City may amend the draft resolution before presentation to Council.

5.2 Preliminary Consultation

5.2.1 The City may invite a proponent to undertake preliminary community consultation ('Preliminary Consultation') prior to Council's consideration of whether to initiate an amendment. Preliminary Consultation is non-statutory and is not a mandatory precondition for Council's consideration of an amendment request.

5.2.2 The City is likely to encourage Preliminary Consultation where an amendment:

- (a) involves significant land use implications for surrounding properties or the broader community;
- (b) is not consistent with the City's Local Planning Strategy; or
- (c) is likely to generate substantial community interest or concern.

5.2.3 Where Preliminary Consultation is undertaken, it should be:

- (a) conducted for a minimum period of 28 days, unless otherwise agreed between the City and the proponent;
- (b) clearly described to participants as preliminary and non-statutory, so that participants understand it does not form part of the formal scheme amendment advertising process; and
- (c) not prejudicial to Council's subsequent formal consideration of the amendment.

5.2.4 Council should have regard to the outcomes of any Preliminary Consultation, including the submissions received and the proponent's response to those submissions, when deciding whether to initiate an amendment.

5.3 Assessment

5.3.1 The City will assess an amendment request against:

- (a) the City's Local Planning Strategy and other applicable strategic planning frameworks;
- (b) applicable State and local planning policies, and planning codes;
- (c) the likely impacts on adjoining land, infrastructure, amenity and the character of the area;
- (d) the adequacy of the submission against the requirements in Clause 5.1 of this policy; and
- (e) the outcomes of any Preliminary Consultation, where this has been undertaken.

5.3.2 Where a Concept Master Plan and Land Use Scoping Statement have been submitted and accepted by the City as part of an amendment request, those documents are expected to form the basis of any subsequent planning proposal for the relevant land. A planning proposal that significantly departs from accepted documents should be accompanied by a clear explanation of the reasons for the departure, and how the proposed changes are consistent with the objectives of any amendment that has been initiated or approved.

5.4 Variation to Submission Requirements

5.4.1 The City may vary the submission requirements in Clause 5.1 in exceptional circumstances, where:

- (a) the nature of the amendment is such that one or more of the required documents is not applicable or would not add meaningful information to the assessment; and
- (b) the City is satisfied that the objectives of this policy can still be met with the information provided.

5.4.2 Any variation to submission requirements should be agreed in writing between the City and the proponent before the amendment request is submitted.

6. Document Control

Version	Decision to Adopt / Amend		
1.	24 November 2025 Ordinary Council Meeting Item 11.1		
2.	27 July 2026 Ordinary Council Meeting Item 12.3		
3.			
4.			
Public Consultation	Not required – minor / administrative update		
WAPC Approval Required	No	Date Approved by the WAPC	N/A
Document Reference	Document Reference: LPP 26 Previous Policy Number: DP26		
Next Review Date	27 July 2031		
Review Frequency	Every 5 years		

Related Documents	
Internal	External
City of Karratha Local Planning Scheme No. 8 City of Karratha Local Planning Strategy Local Planning Policy 19 – Storm Surge Risk	State Planning Policy 2.9 – Planning for Water State Planning Policy 3.7 – Planning in Bushfire Prone Areas Traffic Impact Assessment Guidelines (DPLH) Guidance for the Assessment of Environmental Factors (No. 3) – Separation Distances between Industrial and Sensitive Land Uses (EPA)
Relevant Legislation	
<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> <i>State Administrative Tribunal Act 2004</i> <i>Environmental Protection Act 1986</i> <i>Environmental Protection (Noise) Regulations 1997</i>	
This policy takes effect from the date of adoption by Council and shall remain valid for a period of 5 years unless reviewed prior. All records created or maintained under this document must be captured in the City's approved recordkeeping or business system. These records are to be retained and managed in accordance with the <i>State Records Act 2000</i>, <i>Privacy and Responsible Information Sharing Act 2024</i>, the City's Recordkeeping Plan, and authorised disposal authorities.	

Appendix A – Definitions

Basic Amendment	Has the same meaning as in the Deemed Provisions.
Complex Amendment	Has the same meaning as in the Deemed Provisions.
Concept Master Plan	Means a non-binding visual plan submitted with a scheme amendment request to illustrate the anticipated development intent for a site or area.
Deemed Provisions	Means Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , which applies to the City of Karratha Local Planning Scheme No. 8.
Land Use Scoping Statement	Means a written assessment submitted with a scheme amendment request, addressing anticipated land use outcomes, impacts and constraints.
Preliminary Consultation	Means a non-statutory community consultation invited by the City prior to Council's formal consideration of a scheme amendment request.
Scheme	Means the City of Karratha Local Planning Scheme No. 8.
Standard Amendment	Has the same meaning as in the Deemed Provisions.