Form 2: Responsible Authority Report

(Regulation 17)

Notes for Author

This template is provided to assist in the formulation of a Responsible Authority Report (RAR) for a Development Assessment Panel (DAP) application under Regulation 17 of the *Planning and Development (Development Assessment Panel) Regulations 2011.* This template should be used for all Form 2 DAP Applications.

An application may be made under r.17 to:

(a) amend the approval so as to extend the period within which any development approved must be substantially commenced;

(b) amend or delete any condition to which the approval is subject;

(c) amend an aspect of the development approved which, if amended, would not substantially change the development approved;

(d) cancel the approval.

This template contains guidance to assist the author prepare a report that is comprehensive, succinct and addresses the key issues required for a decision to be made under the relevant Local Planning Scheme and Region Scheme (where applicable). The guidance notes should be deleted once the RAR is prepared and do not form part of the report.

The RAR template also provides for some sections to be deleted if they are not required. Where other sections are not relevant to a particular report and there are no specific notes, please insert either “not relevant” or “not applicable” under those headings.

Please note that, where the Local Government is the Responsible Authority, the *Local Government (Development Assessment Panels) Regulations 2025* require that the RAR is prepared and submitted by the Local Government CEO or an authorised officer. These Regulations apply to DAP applications accepted by the Local Government **on or after 1 May 2025**.

If this RAR relates to a Form 2 application that was accepted before 1 May 2025 and the Responsible Authority Recommendation has been resolved by a decision of Council, the decision of Council should be provided as the Responsible Authority Recommendation. If the decision of Council is different to the recommendation was prepared by the Local Government officers, the officer’s recommendation should be provided in the Alternate Resolution section.

**(ITEM XX – to be entered by DAP Secretariat)** **LOT NO. (STREET NO.) STREET NAME** **SUBURB** –

APPLICATION DESCRIPTION

Form 2 – Responsible Authority Report

(Regulation 17)

|  |  |
| --- | --- |
| **DAP Name:** | Insert DAP Name |
| **Local Government Area:** | LG Name |
| **Proposed Amendments:** | Summary of amendments (as per Form 2) OR “Cancellation of approval" |
| **Applicant:** | Insert Applicant Name/ Company |
| **Owner:** | Insert Property Owner Name/ Company |
| **Value of Amendment:** | $ Value |
| **Responsible Authority:** | Insert local government name OR Western Australian Planning Commission |
| **Authorising Officer:** | Insert authorising officer title |
| **LG Reference:** | Insert local government reference number |
| **DAP File No:** | Insert DAP reference number |
| **Date of Original DAP decision:** | Choose date |
| **Application Received Date:** | Choose date |
| **Application** **Statutory** **Process Timeframe:** | Choose 60/90 Days  Refer to cl 75 of the deemed provisions to determine whether the 60 or 90 day timeframe applies. If a longer timeframe has been agreed under cl 75(c), please state the additional number of days agreed (eg 90 days with an additional 21 days agreed). |
| **Attachment(s):** | Insert UNSECURED attachments as appropriate. Delete those that are not applicable. Hyperlinks are encouraged where possible.   1. Location/Site Aerial Plan (1a, 1b etc) 2. Development Plans and Elevations (2a, 2b etc) 3. Schedule of Submissions 4. Schedule of referral responses from statutory/public authorities 5. Council Minutes (extract only) 6. Design Review Panel Notes (extract only) 7. Full Planning Assessment (where necessary) 8. Previous Determination Notice/s – decision notice only, not minutes |

Responsible Authority Recommendation

That the Insert DAP Name resolves to:

1. **Choose Accept/Refuse** that the DAP Application reference Insert DAP reference number as detailed on the DAP Form 2 dated Choose date is appropriate for consideration in accordance with regulation 17 of the *Planning and Development (Development Assessment Panels) Regulations 2011*;
2. **Choose Approve/Refuse** DAP Application reference Insert DAP reference number and accompanying plans (Plan No, Rev No - if applicable) in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (delete for WAPC applications), and the provisions of Clause no. of the LG Name Choose scheme details Planning Scheme No. no., for the proposed minor amendment to the approved development details at property location, Choose Conditions/Reasons details:

**Choose Conditions/Reasons**

1. Amended Condition (with relevant Condition Number OR reason for refusal)
2. Amended Condition (with relevant Condition Number OR reason for refusal)

**New Conditions** - if required

Please consider any consequential impact/s of amended or new conditions and ensure that they are consistent with the full text of the modified approval.

1. Insert New Condition
2. Insert New Condition

**Amended Advice Notes** - if required

1. Amended Advice Notes (with relevant Advice Note Number)
2. Amended Advice Notes (with relevant Advice Note Number)

**New Advice Notes** - if required

Please consider carefully the need for advice notes and ensure that they are relevant to and amplify the recommended approval. Where advice notes are used, please do not refer to specific condition numbers unless absolutely necessary.

1. Insert New Advice Note
2. Insert New Advice Note

All other conditions and requirements detailed on the previous approval dated   
Choose date shall remain unless altered by this application.

Details: outline of development application

|  |  |
| --- | --- |
| Region Scheme | Region Scheme Name or N/A |
| Region Scheme Zone/Reserve | Region Zone/Reserve Name or N/A |
| Local Planning Scheme | Local Planning Scheme Name or N/A |
| Local Planning Scheme Zone/Reserve | Local Zone/Reserve Name or N/A |
| Structure Plan/Precinct Plan | Structure Plan/Precinct Plan Name or N/A |
| Structure Plan/Precinct Plan  Land Use Designation | Structure Plan/Precinct Plan Land Use Designation e.g. Commercial/Residential |
|  |  |
| Use Class (proposed) and permissibility: | Insert use class and permissibility or “use not listed" |
| Lot Size: | Insert lot size in square metres or hectares. |
| Net Lettable Area (NLA): | Insert NLA in square metres or N/A |
| Number of Dwellings: | Insert number of dwellings or N/A |
| Existing Land Use: | Insert current use on site or "vacant land" |
| State Heritage Register | Choose Yes/No |
| Local Heritage | N/A  Heritage List  Heritage Area |
| Design Review | N/A  Local Design Review Panel  State Design Review Panel  Other |
| Bushfire Prone Area | Choose Yes/No  Refer to SPP3.7 for further information |
| Swan River Trust Area | Choose Yes/No |

**Proposal:**

Brief outline of the proposed modifications to the current DAP approval including:

* + a description of the proposed amendments
  + whether the amendments relate to changes to conditions
  + modifications to the plans or extension of the term of the approval

If the application is for a cancellation of the approval, the reasons for the cancellation.

Background:

Outline the site history, previous applications and details of the proposal for amendment/cancellation.

Include summary of previous decision/s.

Include a brief description of the context of the proposal in terms of surrounding development and landscape features.

Legislation and Policy:

List the legislation and policies that are relevant to the assessment of this application under the headings below.

Legislation

List relevant Acts, Regulations and schemes as well as relevant provisions. Provide provision numbers rather than quoting them in full.

State Government Policies

List relevant State Government policies i.e. policy number, name and relevant sections.

Structure Plans/Activity Centre Plans

List relevant Structure Plans or Activity Centre Plans i.e. policy number, name and relevant sections.

Local Policies

List relevant local planning policies i.e. policy number, name and relevant sections.

Consultation:

Public Consultation

Insert consultation details including how proposal was advertised, for how long, how many submissions were received and the submission details.

Populate the following table identifying the key issues/comments raised in submissions and the officer’s comments addressing these issues on planning grounds. Where a matter is not a planning consideration, but was a key issue raised in submissions the comment should clearly stipulate the issue is not a relevant planning consideration and why.

The table should not be used to list individual submissions, but rather a summary of themes and the key issues raised, in addition to the schedule of submissions attachment.

|  |  |
| --- | --- |
| **Issue Raised** | **Officer’s comments** |
| Insert Key Issue Raised – e.g. Building Height | State whether the issue raised has subsequently been addressed or resolved through additional information or amended plans. If the issue is not a relevant planning consideration, this should be noted.  Note to author - Where a detailed explanation or commentary is required, include this under the relevant heading of the Planning Assessment. The officer comment should provide a clear reference to this section (i.e. refer to the planning assessment of building height for further detail). |

Referrals/consultation with Government/Service Agencies

Insert consultation details, summarise the advice received and note whether this has resulted in amended plans or additional information being submitted. References to attachments may also be provided if appropriate.

Where detailed explanation or commentary is required, include this under the relevant section of the Planning Assessment. This section should include any specialist advice received from the State Heritage Office, Swan River Trust or similar if applicable.

If no referrals were required/received, please state this. Do not delete this section.

Design Review Panel Advice

Note whether a pre-lodgement review was undertaken and summarise the final design review advice received.

Summary may address:

* Major concerns and commentary expressed by the Design Review Panel
* Application amendments to address concerns
* Officer response to amendments

Where detailed commentary is required, include this under the relevant subsection of the Planning Assessment section.

State “not applicable” if design review was not undertaken - do not delete this section.

Swan Valley Planning

This section should be used for applications that are located within the area covered by the Swan Valley Planning Act 1995. Delete section if not relevant.

Summarise the advice received and note whether this requires amended plans, additional information or the imposition of conditions/advice notes. References to attachments may also be provided if appropriate.

Where detailed explanation or commentary is required, include this under the relevant section of the Planning Assessment.

Other Advice

Summarise any other referral advice relevant to the assessment of the application including referrals and technical advice received from other departments within the local government, add sub-headings where appropriate.

Where detailed explanation or commentary is required, include this under the relevant section of the Planning Assessment section below.

Delete this section if it is not applicable.

Planning Assessment:

The report should not include a full assessment. It should only include an assessment of the key considerations for the application. For example, matters:

* that are likely to be determinative
* in which discretion is being sought
* relating to general consultation themes
* that are typically sensitive (e.g. height, setback, traffic/parking, landscaping)
* that are likely to generate a high level of interest for stakeholders and report readers
* that will require a condition

The assessment of these matters should be a consolidated and integrated assessment against all the relevant legislative criteria (scheme/s, state planning policy, local planning policy, structure plans and/or activity centre plans). One sub-heading should be used for each of these considerations/matters.

The full assessment, or specific components of the assessment, may be included as an attachment if considered necessary or appropriate.

A general statement about the assessment listing the key considerations should be included at the beginning of this section. Example text provided below:

*The proposal has been assessed against all the relevant legislative requirements of the Scheme, State and Local Planning Policies, and (Insert name of any relevant structure or activity centre plan if applicable) outlined in the Legislation and Policy section of this report. The following matters have been identified as key considerations for the determination of this application:*

*(List key considerations, for example, land use, height, plot ratio, setbacks, design quality, landscaping.)*

*These matters are outlined and discussed below.*

Heading for Key Consideration (e.g. Height)

* Each key consideration should have its own sub heading under the Planning Assessment section.
* The table should include all applicable planning instruments that relate to the matter including reference to relevant clauses/sections/element objectives etc. Add or delete planning instruments as required.
* Where applicable any assessment against Volume 2 of the R Codes should be limited to an assessment of the proposal against the element objective.
* For some matters it may not be appropriate to use the below table (i.e. performance based assessments), in such circumstances any discussion on key considerations should include clear references to applicable planning instruments and the relevant requirements/objective of these instruments.
* Include a brief introductory statement about how the matter is assessed against the planning framework, stating applicable planning instruments and the role of each instrument e.g. *Height requirements for the subject site are included in clause xx of the Scheme. These requirements are supplemented by local planning policy xx, which provides guidance on the application of discretion for the height requirements in the Scheme.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Provision** | **Requirement** | **Proposal** | **Assessment** |
| Town/Local Planning Scheme/Policy No.xx | State all applicable requirements contained in the scheme/policy, including the deemed provisions and any discretionary criteria where applicable, and references to the relevant clause/s e.g. Clause 20 – height is not to exceed 4 storeys | State the proposal e.g. 3 storeys | Provide a brief assessment of the proposal against all relevant requirements of each applicable instrument. Detailed explanation/discussion should be included below the table. |

Detailed explanation/discussion of the assessment should be provided here. This discussion should include:

* Whether the amendment is minor in nature for consideration as a Form 2 application
* Clear linkages between the technical assessment, and any relevant statutory or other referrals, and/or matters raised during consultation where relevant.
* If applicable, the scope of discretion available to vary the standard/requirement and whether discretion is appropriate, including a clear explanation of why or why not.
* If condition/s may be required for an approval, including the reasons for the condition/s
* Whether what is being proposed is appropriate having regard to the applicable requirements, including a clear explanation of why or why not.

Conclusion:

This should succinctly summarise:

* the key considerations/aspects of the application
* any significant areas of discretion, scope of discretion available under the planning framework and whether discretion is appropriate
* any other significant and relevant considerations relating to the key aspects of the proposal
* the application’s overall planning merit and consistency with the relevant requirements of the planning framework, including a brief explanation of why or why not

**Alternative to the RAR Recommendation**

This section should identify whether the proposal is capable of being determined differently to the Officer Recommendation.

If so, discuss the key elements and matters that are required to be considered by the decision-maker in forming that view (if the scheme provides for variations, it may be helpful to refer to criteria under that clause/s).

A summary of the considerations required to exercise discretion should be included. These should refer to the relevant scheme, policy or other provisions and the circumstances where this may be applied. This discussion may refer to the entire decision or, if an approval, to one of more of the recommended conditions.

An alternate recommendation may be sought by a DAP member under Regulation 13. The overview is important to ensure DAP members, along with other stakeholders, are aware of any specific matters that may need to be addressed if an alternative to the recommendation is to be considered.

**Recommendation** Delete section if not required.

It is recommended that the Insert DAP Name resolves to:

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2. **Choose Approve/Refuse** DAP Application reference Insert DAP reference number and accompanying plans (Reference Numbers) in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (delete for WAPC applications), and the provisions of Clause no. of the LG Name Choose scheme details Planning Scheme No. no., for the proposed minor amendment to the approved development details at property location, Choose Conditions/Reasons details:

**Choose Conditions/Reasons**

1. Amended Condition (with relevant Condition Number OR reason for refusal)
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1. Insert New Condition
2. Insert New Condition

**Amended Advice Notes** - if required

1. Amended Advice Notes (with relevant Advice Note Number)
2. Amended Advice Notes (with relevant Advice Note Number)

**New Advice Notes** - if required

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