

PRE-APPLICATION PLANNING ADVICE REQUEST

OUR REFERENCE:

Address of Application Site	
Name of Applicant	
Email Address of Applicant	
Telephone Number of Applicant	
Interest in the Application Site? (Property Owner or Potential Purchaser?)	
Are you requesting advice in respect of a Planning Investigation issue?	
Brief Description of Proposed Development (What are you seeking to do at the site?)	
The following information <u>MUST</u> be provided:	
	Enclosed?
Up to date Certificate of Title (within last 3 months)	
Existing conditions plans or photographs	
Site Context Plan	
Concept Elevation plans	
Concept Floor plans	
For proposals exceeding 5 dwellings/lots or more, a Neighbourhood Character Statement must be provided	

OFFICE USE ONLY

Planning Officer		Comments
Date Received		
Date Allocated		
Applicant Contacted		
Date of Meeting		

Pre-Application Planning Advice

We welcome and encourage discussions before you submit your application and understand that early review of your proposal can provide benefits for all parties, including;

- Advice to applicants on what elements of a proposal are acceptable or unacceptable;
- Improvement in the quality of information provided to Council;
- Reduction in time delays resulting from Requests for Further Information and changes to the design of a proposal;
- Increased certainty about the outcome of an application;
- Reduction in the number of refused applications (and subsequent VCAT cases); and
- Reduction in application processing times.

In order to arrange a Pre-Application Meeting it is necessary to provide the Council with some information about your proposal. As a minimum, the following information must be provided to Council;

- A fully completed Request for Pre-Application Planning Advice Form;
- An up to date current Certificate of Title (within the last 3 months);
- Plans and Photographs showing the existing site conditions;
- Site Context Plan
- Concept Site Plan, Floor Plans and Elevations; and
- Neighbourhood Character Statement (for proposals of 5 or more dwellings).

All requests must be made in writing and submitted via email to mail@wyndham.vic.gov.au

Once all of the information is submitted to Council, the request will be allocated to a Planning Officer who will then contact the applicant within 3 business days of receipt of the email to arrange a Pre-Application Meeting. The Council will endeavour to arrange for this Meeting to take place within 28 days of the receipt of the request.

Please Note:

Failure to provide all of the relevant documentation will result in a delay in responding to your request.

IMPORTANT

Any advice provided at the pre-application stage is informal officer opinion and is without prejudice to any future decision the Council may make. The advice given may be impacted due to a range of factors including subsequent changes to the design of the proposal, referral to external agencies or a site inspection by the planning officer

More information can be obtained by viewing the following link on the Council website:

http://www.wyndham.vic.gov.au/building_planning/town_planning/application_planning_advice