

Application for Preliminary Advice - Requirement for Development Approval

This form is for requesting preliminary planning advice from the City's Planning Services department.

Owner details	
Name:	
ABN (if applicable):	
Address:	
Postcode:	
Preferred Contact number/s:	
Email:	
Contact person for correspondence:	
Signature:	Date:
Signature:	Date:

The signature of ALL owner(s) is required on all applications. This application will not proceed without ALL signatures. For the purposes of signing this application, an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

Applicant details (if different from owner)	
Name:	
Address:	
Postcode:	
Preferred Contact number/s:	
Email:	
Contact person for correspondence:	
Signature:	Date:

Property details		
Lot No:	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name:	Suburb:	
Nearest street intersection:		

Proposed development
Nature of development: <input type="checkbox"/> Works (any development that involves material works) <input type="checkbox"/> Use <input type="checkbox"/> Works and use
Description of proposed works and/or land use:
Nature of any existing buildings and/or land use:
Approximate cost of proposed development:
Estimated time of completion:

Attached (Please tick as appropriate):

- Checklist: Application for Preliminary Advice - Requirement for Development Approval
- Plans of the development (site plan, floor plan, elevations, etc.)
- 25% of the total fee for the estimated cost of development with a \$147 base minimum fee (see City’s adopted Fee Schedule).

Accompanying material

- (1) This application must be accompanied by —
 - (a) a plan or plans in a form approved by the local government showing the following-
 - (i) the location of the site including street names, lot numbers, north point and the dimensions of the site;
 - (ii) the existing and proposed ground levels over the whole of the land the subject of the application;
 - (iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site;
 - (iv) the structures and environmental features that are proposed to be removed;
 - (v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;



- (vi) the existing and proposed means of access for pedestrians and vehicles to and from the site;
 - (vii) the location, number, dimensions and layout of all car parking spaces intended to be provided;
 - (viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site means of access to and from those areas;
 - (ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;
 - (x) the nature and extent of any open space and landscaping proposed for the site and;
- (b) plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained; and
 - (c) a report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies; and
 - (d) any other plan or information that the local government reasonably requires.
- (2) The local government may waive or vary a requirement set out in subcase (1).