

# Statutory Planning

## Pre-application advice request

### PRE-APPLICATION ADVICE Request Form

Pre-application advice can be obtained from Planning Officers prior to the submission of a formal planning application, in order to receive guidance and direction on a proposal and allow potential issues to be identified at an early stage.

Pre-application advice can be provided for any matter that requires planning approval. Please note that a fee applies for any pre-application request relating to multi-dwelling or commercial developments.

<b>Office use only</b>		
Date received:	Planning Officer:	Reference No.:

#### The Proposal

Address of the land:

Description of proposal:

Zone and overlay(s) of the land:

#### The Applicant

Name:

Organisation:

Address:

Phone:

Email:

Have you included a Certificate of Title?  
(including a copy of any restrictive covenants and Section 173 Agreements)  Yes  No

Have you included plans of the proposal?  Yes  No

Have you included a written explanation of how the proposal responds to the Manningham Planning Scheme?  Yes  No

Have you paid, or included the correct fee?  Yes  No

#### Privacy Notification

The personal information requested on this form is being collected by Council for the purposes of enabling you to apply for a pre-application advice request. The personal information will be used solely by Council for this primary purpose or directly related purposes. The applicant understands that the personal information provided is for these purposes. Under some circumstances the personal information disclosed will be made available to the public, as required by the *Planning and Environment Act 1987* or other legislation. Your decision not to provide your personal information will impede our ability to engage with you regarding this application.

#### Manningham City Council – Statutory Planning Unit

699 Doncaster Road (PO Box 1), Doncaster Victoria 3108  
 p 03 9840 9470 f 03 9840 9308 e [statutoryplanning@manningham.vic.gov.au](mailto:statutoryplanning@manningham.vic.gov.au)  
[www.manningham.vic.gov.au/planning](http://www.manningham.vic.gov.au/planning)

## **Pre-application advice request information**

### **What is pre-application advice?**

Pre-application advice is provided by Council's Planning Officers on tentative plans prior to the submission of a formal planning application. It provides the opportunity for applicants to receive guidance and direction on a proposal and for issues to be identified at an early stage.

Pre-application advice can be provided for any matter that requires planning approval.

### **What are the benefits of pre-application advice?**

Substantial time and cost savings can be realised if you address the issues identified in the pre-application advice prior to submitting your planning application.

Although not every issue may be identified at the pre-application stage, the aim is to provide advice that will improve the proposal and ultimately expedite the assessment of the planning application.

### **What makes a good pre-application request?**

The proposal should have been considered and designed with regard for the relevant provisions of the Manningham Planning Scheme. It should also provide adequate information for Council Officers to assess and provide feedback. Please note that the feedback given by Council Officers will be subject to the level of information submitted with the request.

The following information is necessary to enable meaningful advice to be provided:

- A recently generated Certificate of Title, including a copy of any Covenants and/or Section 173 Agreements;
- Site and elevation plans of proposed use and developments;
- For a proposed land use, a detailed written description of the proposal including hours of operation, staff numbers, etc.

### **What if I have a number of options?**

Council staff can provide guidance on your proposals. However, you are encouraged to have a well developed design before submitting your pre-application requests. Providing advice on more than one proposal can become confusing and may not achieve a succinct and expedient outcome.

### **How is Pre-application advice responded to by Council?**

Council will provide a response by either a letter, email, phone call or a meeting depending on the nature and complexity of the proposal.

### **Is there a cost involved?**

A fee applies for any pre-application request relating to multi-dwelling or commercial developments. This fee will cover a site visit and a meeting and/or comprehensive written comments. Please refer to the Schedule of Fees for the current fee.

### **How will the Pre-application affect my Planning Application?**

You are not obliged to accept the advice provided, but working with Council Officers may assist in avoiding delays to the processing of your application.

### **Who do I contact if I have any questions in relation to the pre-application process?**

Please contact the Statutory Planning Unit on 9840 9470 should you have any further queries prior to the submission of a pre-application advice request.

Following the submission of your pre-application advice request, you will receive an acknowledgement letter with the contact details of the Planning Officer assigned to process your request.