\***IMPORTANT:** Please complete and submit this form (including any supporting plans or documentation) via the [Permits Online Applicant Portal](https://application-hub.app.planning.vic.gov.au/pol/dashboard). All documents must be submitted **at least three business** **days** before the meeting to allow time for review.

For support, please contact [development.approvals@delwp.vic.gov.au](mailto:development.approvals@delwp.vic.gov.au).

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| **Meeting Details** |

**Preferred Day:** Thursday

**Preferred Time:** 10:00-13:00 (standard meeting duration is 30 minutes)

**Venue:** Microsoft Teams

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| **Attendees:**   * TBC * TBC | **Job Title:**   * Manager / Senior Planner * Senior Planner / Planner | **Organisation**:   * DTP, Development Approvals and Design * DTP, Development Approvals and Design |
| **Contact Information** | | |
| **Owner / Permit Applicant** |  | |
| **Contact Name** |  | |
| **Contact Number** |  | |
| **Contact Email** |  | |
| **Site / Project Details** | | |
| **Project Name** |  | |
| **Site Address** |  | |
| **Proposed use and / or development** |  | |
| **Site area (ha)** |  | |
| **Proximity to transmission line** |  | |
| **Installed capacity MW (DC)** |  | |
| **Zone(s)** |  | |
| **Overlay(s)** |  | |
| **Particular Provisions** |  | |
| **Estimated development cost** |  | |
| **Estimated lodgement date** |  | |
| **Estimated construction commencement date** |  | |
| **Planning Considerations** | | |
| **Relevant Registered Aboriginal Party (RAP) or Traditional Owner Group (TOG)**  Note: This information can be found on [VicPlan](https://mapshare.vic.gov.au/vicplan/) or by generating a Planning Property Report. |  | |
| **Have you commenced engagement with the relevant RAP or TOG?** | Yes  No | |
| **Is the site within an irrigation district, declared under Part 6A of the *Water Act 1989*?** | Yes  No | |
| **Does the project include a battery?** | Yes  No | |
| **Does the project require the removal of native vegetation?** | Yes  No | |
| **Do you anticipate the project requiring referral under the *Environment Effects Act 1978*?** | Yes  No | |
| **Do you consent to external stakeholders / referral authorities attending this meeting, as relevant?**  (e.g. DEECA Environment, Country Fire Authority, Energy Safe Victoria, etc.) | Yes  No | |
| **What are the specific matters or requirements you wish to discuss?** (i.e. What is the main purpose of this meeting?) |  | |