

**Pre-application Meeting Internal Guide**

**[Implementation note**: Include your council’s branding and delete these notes prior to publishing this solution.]

**This is an internal-facing document, not to be shared with external customers**.

The purpose of this guide is to help ensure pre-application meetings are prepared for and facilitated in a consistent way across the entire planning department. It is also a great tool for new team members/junior planners to familiarise themselves with the process.

# Pre-Application Meetings

## Before the meeting

Before a pre-application meeting, ensure you have looked at the proposal description, the Title, and any documents the applicant may have provided with their pre-app request.

Consider the following questions to help you prepare for the meeting:

* Does the proposal require a permit?
* What restrictions apply to the land?
* What are the estimated application fees?
* What key issues have you identified regarding the proposal?
* Are there any external authorities that the applicant should speak with to prepare a better-quality application?
* What is the site history that the applicant needs to be aware of and review?
* Is this application likely to require internal referrals? If yes, you may consider showing the plans to the relevant department prior to the meeting or asking a member of that department to come along.

## During the meeting

The flow of the meeting will depend on the advice that the applicant is after and on the amount of detail they have provided ahead of the meeting. Use the meeting minutes template to assist in guiding the conversation and to ensure all potential areas needing to be discussed are covered.

After you provide advice that the applicant is seeking, ensure to also outline any other issues you have identified with their proposal.

## After the meeting

After the meeting, ensure you capture a synopsis of the conversation and the advice you have provided using the meeting minutes template. Share this with the applicant where appropriate and upload this to [specify desired software and file location] to ensure that this information is accessible to any planner who may be allocated to the application in the future, so that they can understand the history of conversations with the applicant.

# Useful links that you can point applicants to during the meeting

**Planning and Environment Act 1987**

<http://www5.austlii.edu.au/au/legis/vic/consol_act/paea1987254/>

**Titles, covenants, and encumbrances**

<https://www.landata.vic.gov.au/>

**VicPlan**

<https://mapshare.vic.gov.au/Vicplan/index.html?https://mapshare.maps.vic.gov.au/vicplan/>

**Planning and Subdivision Regulation**

<https://www.planning.vic.gov.au/legislation-regulations-and-fees/planning-and-subdivision-regulations>

**Do I need a planning permit and how to apply for one?**

<https://www.planning.vic.gov.au/permits-and-applications/planning-permits>

**VicSmart**

<https://www.planning.vic.gov.au/planning-permit-applications/vicsmart>

**ResCode Practice**

<https://www.planning.vic.gov.au/__data/assets/pdf_file/0030/97158/PPN27-Understanding-the-Residential-Development-Standards-ResCode_June-2015.pdf>

**Planning report**

<https://www.planning.vic.gov.au/schemes-and-amendments/planning-report-search>

**Garden Area Practice**

<https://www.planning.vic.gov.au/__data/assets/pdf_file/0016/127114/PPN84-Applying-the-minimum-garden-area-requirement-May-2022.pdf>

**Building in a bushfire prone area**

<https://www.planning.vic.gov.au/policy-and-strategy/bushfire/building-in-bushfire-prone-areas>

**Heritage**

<https://www.heritage.vic.gov.au/home>

**Aboriginal Heritage Regulations 2018 online questionnaire**

<https://www.aav.nrms.net.au/aavQuestion1.aspx>

**Native vegetation exemptions**

<https://www.environment.vic.gov.au/__data/assets/pdf_file/0018/91251/Exemptions-from-requiring-a-planning-permit-to-remove,-destroy-or-lop-native-vegetation-Guidance.pdf>

**[Implementation note:** Make sure to also insert any useful council specific links here, for example you may have a webpage or fact sheet regarding pre-application meetings, or a pre-application meeting process map to share.]