Pre-application meeting agenda and minutes



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| [**Implementation note:** Include your council’s branding and delete these notes prior to publishing this solution]This template can be used by both applicants and council officers during and after the pre-application meeting to record notes and summarise the conversation. Council officers should share their notes with applicants after the pre-application meeting to ensure that there is a consistent understanding of the advice between council and applicant. |

|  |  |
| --- | --- |
| Applicant: |  |
| Property address: |  |
| Title references (folio and volume numbers as well as lot number where relevant): |  |
| Proposal: |  |
| Date: |  |
| Officer: |  |

Please note, the advice provided below is a summary of the pre-application meeting and the Officer’s advice. The advice does not constitute an exhaustive list and does not constitute a decision from council. There may be further information required from the applicant as the application develops and advice may therefore change in accordance with this information.

# A summary of the application

|  |  |
| --- | --- |
| **Category** (if appropriate) **or relevant topic:**  | **[insert category]** |
| Address: |  |
| Existing Use: |  |
| Cost Estimates: |  |
| Development Timing: |  |
| Other: |  |

Please complete the relevant sections below to provide an overview of the application’s purpose/intent

# Purpose/intent

|  |  |
| --- | --- |
| Subdivision of the land | Development and Use of the land for a …. |
| Removal of easement | Development of the land for a …… |
| Creation of easement | Use of the land for a …… |
| Removal of restrictive covenant | To change the use of the land from a …......................... to a ……...................... |
| Development in the form of Alterations and Additions to an existing dwelling | Removal of (type/no.) vegetation |
| Development in the form of Alterations to an existing dwelling | Provision of car parking at less than the standard rates specified at Clause 52.06 of the [council name] Scheme for the use of the land as a …… |
| Development in the form of Additions to an existing dwelling |  |
| Other: |  |

Please complete the below questions to understand potential triggers, risks, challenges or referrals associated with the application and discussed in the pre-application meeting.

# Potential triggers, risks, challenges and referrals

## Are there any triggers requiring a permit relevant to the proposal?

|  |  |
| --- | --- |
|  Zone (specify) |  |
|  Overlay (specify) |  |
|  s52 Planning Scheme |  |
|  Other  |  |
| The following Particular and General Provisions are also of relevance to this proposal: |  |
| The following Particular and General Provisions are also of relevance to this proposal: |  |

## Are there any risks, challenges or referrals relevant to the proposal?

|  |  |
| --- | --- |
| What are key challenges with the Planning Scheme for the planning proposal? |  |
| Are there any title related matters or restrictions (including any covenants or legal agreements applicable to the site)? |  |
| Can the matter be considered under delegation? |  |
| Are there any likely referrals (internal or external) required and/or public notices to be given? |  |
| A planning permit for the proposed use and/or development will be required as follows: |  |
| What application fees will the applicant need to pay and when (estimated)? |  |
| Preliminary concerns with the proposal |  |
| Comments of other Council departments |  |
| Is there any relevant site history that needs to be considered? |  |
| Were there any other matters discussed?  |  |

# What should you (the applicant) do to prepare your application?

|  |  |
| --- | --- |
| **Topic** | **Key information and actions** |
| Have you obtained a current (no more than 3-month-old) copy of the Certificate of Title and Lot Plan Diagram? | [A copy of Certificate of Title can be obtained at: https://www.landata.vic.gov.au/][you may link to the BPA tool ‘obtaining a title instruction video’ here] |
| Have you prepared the appropriate plans for council to assess my proposal? | * Architectural plans
* Landscape plan
* Description & design
* Neighbourhood/site response
* Site photos
* Other (please specify)
 |
| What should I attach in my application? | * Town Planning Report
* Sustainable Design Assessment
* Flood Impact Assessment
* Biodiversity Impact Assessment
* Drainage / Stormwater Assessment
* Arborist Report
* Bushfire Management Plans
* Waste Management Plan
* Noise impact assessment
* Traffic Impact Assessment
* Sustainability Management Plan
* Geotechnical study
* Written consent of Public Land Manager
* Heritage Impact Statement
* Cultural Heritage Management Plan
* Other (Please specify)
 |
| Reason |  |
| Which professionals should I consult with to develop a report? |  |
| What other authorities should I contact before lodging my application? | **Water*** [List relevant Authorities]

**Gas and Power*** [List Relevant Authorities]

**Roads*** Transport for Victoria

**Government**Transport & Planning* Dept. of x
* Dept. of Education and Training
* Dept. of Human Services
* Dept. of Agriculture
* Dept. of Transport

**Other*** Country Fire Authority
* Earth Resources Regulation
* Environmental Protection Authority
* Heritage Victoria & The Heritage Council
* Worksafe Victoria
* Other (Please specify)
 |
| Reason for other authorities listed |  |
| Do I need any other council issued or related permits? | * Environmental
* Health permit
* Building permit
* Local Laws permit
* Road opening permit
* Legal point of discharge (stormwater)
* Other (Please specify)
 |
| Reason for requiring other council issued permits |  |
| Is there anything else I need to complete for my application? |  |

# Useful links for pre-application advice

The following links can be used to provide guidance to permit applicants with additional information on specific topics. The council officer should direct applicants to relevant links as required.

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| [**Implementation note:** Please add or remove links as relevant to your council |

**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](https://www.environment.vic.gov.au/data/assets/pdf_file/0018/91251/Exemptions-from-requiring-a-planning-permit-to-remove%2C-destroy-or-lop-native-vegetation-Guidance.pdf)