City of Melbourne
Melbourne Town Hall administration building
120 Swanston Street
Melbourne
Telephone: (03) 9658 9658
Email: planning@melbourne.vic.gov.au
www.melbourne.vic.gov.au

CITY OF MELBOURNE

PLANNING PRE-APPLICATION ADVICE REQUEST

Is this form for me? Complete this form as preparation for a pre-application discussion with a City of Melbourne planning officer.

How to prepare for the pre-application discussion? There are a number of things you can do to ensure that you get the most comprehensive pre-application advice. These include:

1. Look at the Melbourne Planning Scheme on our website including planning policies that may affect your application. Please list any questions you have about policies you find that may impact upon your request.

2. Obtain the zoning information and overlays for your property.

3. Obtain a copy of the Certificate of Title for the land. To get a current copy of title, visit the www.landata.vic.gov.au website and do an online title search.

4. Prepare preliminary designs and sketches that show how your proposal respects the site and the surrounding area, and how the design considers the site constraints.

5. Council also encourages all applicants to discuss their proposal with the owners/occupiers of neighbouring properties before lodging this request form. Where possible, addressing the concerns of neighbours early in the process can minimise delays later on as well as the costs of making changes to your plans.

Without all of the information listed above, the planning officer's advice may be limited.

Property details

Property address:

Your details

Name:	Organisation:
Postal Address:	Postcode:
Telephone no (Business hours):	Mobile phone no:
Email Address:	Fax no:

Brief description of your proposal

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Please turn over for further details

What do you want specific advice about?

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Supporting documentation

Please attach copies of your supporting documentation including preliminary designs and sketches.

Lodging this form

In Person	By Post	By email
Melbourne Town Hall Administration building 120 Swanston Street Melbourne *Between 7.30am and 5pm, Monday to Friday	Planning Department City of Melbourne PO Box 1603 Melbourne VIC 3001	planning@melbourne.vic.gov.au

What are the next steps? A Planning Officer will review the information that you have provided and will contact you to organise a time to discuss your request.

After you have received advice on the information provided with this pre-application request, you can contact the planning officer directly if you need further assistance, prior to lodging your full application.

You will also find comprehensive information on our Planning Applications webpage including when a planning application is required, what fees apply and how to lodge your application.

If you require further assistance, please call us on 03 9658 9658 between 8.30am and 5pm, Monday to Friday.

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by City of Melbourne for the purposes of assessment of planning permit applications, parts of which are set out in the Planning and Environment Act 1987 (PE Act). The personal information will be used for the following purposes:
• correspond with you about your permit application
• or for any other directly related, or reasonably related purposes.
The information you provide will be made available:
• to relevant officers within Council and other pertinent Government agencies directly involved in the planning process
• to persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 or the Freedom of Information Act 1982.
It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to City of Melbourne, please contact the Planning and Building branch by telephone 03 9658 9658 or email enquire@melbourne.vic.gov.au

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