



PLANNING SERVICES - office use only

Query number:

Date received:

Planning pre application meeting request form

Person requesting a meeting

Name:

Date:

Company name (if applicable):

Postal address:

Phone number(s):

Email address:

Signature:

The Land

Address of subject land:

Council property number (obtained from rates notice):

Details of proposal:

(provide an outline of all aspects of the proposal, including any change in land use, type of development, if any vegetation is to be removed, etc)

Information required for the meeting:

- Copies of any draft plans or sketch concept plans for the proposed development
- Site or survey plan of the subject property
- Other relevant documents (eg. Background reports, photographs of the site and locality)

Once form submitted

Once submitted your request will be allocated to a planning officer who will contact you within 3 business days to schedule a pre-application meeting time.

Privacy statement

Important note and disclaimer:

All information and correspondence (including plans, drawings, photos, emails, etc.) that you submit to Council in relation to a pre-application proposal, as well as meeting notes and written feedback, will be held in Council's Records Document Management System.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material does not breach any third party's right to privacy and copyright.

Any advice provided at the pre-application meeting is preliminary advice only. Council will attempt to provide clear and concise advice based on the information tabled at the meeting and the relevant provisions within the Pyrenees Planning Scheme. This advice may be impacted by consequential changes to the Planning Scheme in the application assessment process.