City of Port Phillip Statutory Planning Department
St Kilda Town Hall, Cnr Carlisle Street & Brighton Road
T: 9209 6424 F: 9536 2740 E: planhelp@portphillip.vic.gov.au
www.portphillip.vic.gov.au/planning_building.htm

PRE-APPLICATION ADVICE REQUEST

DETAILS

Date: .....

Contact Name: .....

Contact Address: ..... (please refer to Privacy Statement below)

Telephone: ..... (please refer to Privacy Statement below)

Email: ..... (please refer to Privacy Statement below)

PROPERTY ADDRESS of proposal: .....

BRIEF DESCRIPTION OF PROPOSAL

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.....(Please affix any additional pages to this form)

Please enclose the following with your request (tick items provided):

☐ **Photos (if available)**

☐ **Site Analysis**

☐ **Concept Plans**

Privacy Notification:
The personal information requested on this form is collected by Council for the purposes of enabling you to obtain pre-application advice. The personal information will be used solely by Council for this primary purpose or directly related purposes. The applicant understands that the personal information provided is for these purposes. Under some circumstances the personal information disclosed will be made available to the public, as required by the Planning and Environment Act 1987 or other legislation. Your decision not to provide your personal information will impede our ability to engage with you regarding the pre-application process

Office Use Only

Date Referred: / / Pre-App No: .....

Officer: .....

Date of Meeting (if required): / /