

PRE-APPLICATION ADVICE

Applicants are encouraged to seek pre-application advice from one of Council's urban planners prior to lodging an application. This process can provide a number of benefits to both the applicant/owner and Council, including:

- General feedback from Council on the merits of the proposal, and identification of the key planning considerations;
- Reduction in time delays caused by requests for design changes and further information requests; and
- Improvement in the design quality of applications.

Please note that the provision of pre-application advice does not guarantee that a permit will be issued. In addition, Council reserves the right to make a full assessment of the proposal at the time of lodgement and this may vary from the pre application advice given.

For a simple proposal or query, pre-application advice can often be given over the phone or via email and a meeting may not be necessary. However, for more major and/or complex development proposals, a pre-application meeting may be beneficial. Prior to a meeting you will need to complete a [Pre-Application Advice request form](#) including a description of the proposal and submit a site plan, concept drawings and any photos of the site. You will be contacted to arrange a meeting within 1 week of lodging your request. These meetings are free of charge. At the discretion of the planner, other relevant Council officers (e.g. Sustainable Design Officer) may attend. Please note that you can request a pre-application meeting on-site if required.

Preparation for the pre-application meeting

Before the meeting, there are other things you can do to ensure that you get the most comprehensive pre-application advice possible as follows:

1. Look at the [Port Phillip Planning Scheme](#) including [planning policies](#) that may affect your application. Make notes to ask questions about these policies.
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 Landata website and do an online title search.
4. If you are proposing a multi-unit development or constructing or extending a dwelling on a lot <math>< 500\text{m}^2</math>, you will require a detailed neighbourhood and site description and a design response to lodge with your application.
5. Consider the use of design principles and strategies that help reduce the environmental impact of buildings. See the web page on [Sustainable Urban Design](#).
6. 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.
7. Council also encourages all applicants to discuss their proposal with the owners/occupiers of neighbouring properties before they lodge. 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 this information, the urban planner's advice at a pre-application meeting may be limited. You should take your own notes at the meeting to follow up on things afterwards including other people to consult (e.g. Melbourne Water or Vic Roads) and the additional information required before lodging your application.

After the pre-application meeting

Following the meeting you should consider the feedback received from Council and your neighbours, and potentially amend the proposal to incorporate any suggested changes. You can contact the urban planner directly if you have any follow-up questions after the meeting or if you wish to submit revised plans for consideration, although in some circumstances it may be beneficial to lodge and hold another pre-application meeting.

Prior to lodging your application you should check that you have all the required information by referring to our [checklists](#).