



# Pre-application advice request

## What you need to do



### Complete the form

Make sure all sections are complete.



### Provide supporting documents

Make sure you have supplied all supporting documents. This may include include a description of the proposal, a site plan, concept drawings and photos of the site.



### Submit application

This form and supporting documents must be submitted via email to **planhelp@portphillip.vic.gov.au**



### What comes next

Once your application is processed you will receive an invoice for payment.

## Read before starting

Advice from one of Council's Urban Planners prior to lodging a planning permit application can benefit you by:

- Providing general feedback from a Council Planner, and identification of the key planning considerations
- Potentially reducing requests for changes and further information following lodgement.

Pre-application planning advice can often be given by phone or email and a meeting is not always necessary, particularly if you provide plans and information electronically.

If a meeting is necessary to discuss more complex issues, other relevant Council officers (e.g. Sustainable Design Officer) may be invited to attend.

Whether or not a pre-application discussion takes place, Council planners will make a full assessment of the application proposal after it is lodged and may consider input from the public notice process and referrals to other Council officers such as traffic and heritage. This input may lead to further requirements or changes.

### Application fees

Application fee information is available on our [website](#).

### Preparing your pre-application advice request

To ensure that you get the most comprehensive pre-application advice possible:

1. Find out the **zone and overlays** affecting your property
2. Look at the **Port Phillip Planning Scheme** including planning policies that may affect your application. Make notes to ask questions about interpretation and application of these policies.
3. If you are proposing a multi-unit development or constructing or extending a dwelling on a lot < 500m<sup>2</sup>, you will require a detailed neighbourhood and site description and a design response to lodge with your application. The neighbourhood and site description is the essential first step of the process and will guide your design.
4. Consider Council's web page on **Sustainable Urban Design**.
5. Prepare preliminary designs and sketches that show:
  - How your proposal respects the site and the surrounding area
  - How the design considers the site constraints.
6. Consider the owners/occupiers of neighbouring properties before you lodge an application. Where possible, addressing the concerns of neighbours early in the process can minimise delays later as well as the costs of making changes to your plans.

## Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by the City of Port Phillip for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and they may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer by calling ASSIST on 9209 6777.

**1 Applicant details**

First and last names

Organisation (if available)

Residential or postal address

Best phone number to contact you on      Email

**2 The proposal**

Property address

Description of proposal



**Attachment/details required.** Please provide full details of your proposal and attach any additional documents. Insufficient or unclear information will delay your application.

Issues you need advice for

## Office use only

Application  
numberDate  
lodged

For further information or a large print version

ASSIST 03 9209 6777    [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)    [planhelp@portphillip.vic.gov.au](mailto:planhelp@portphillip.vic.gov.au)