



Mitchell Shire Council.

Request for formal pre-application advice

This checklist sets out the information you need to provide to Council when seeking to gain formal advice or direction regarding the use and/or development of land. It is encouraged to arrange a pre-application meeting with a Council planning officer prior to lodging a formal planning application. A pre-application meeting will help determine what information is needed for an application, identify any design issues and whether the proposal complies with the requirements of the Mitchell Planning Scheme.

Provide the following details

Subject site address

Contacts Details

Name

Postal address

Email

Phone

Description

(Please provide information relevant to the proposal)

A two tiered fee structure has been adopted that reflects the time and level of service attributed to each form of Pre-Application Meeting. For a simple pre-application meeting the fee is \$168 and for a more detailed pre-application meeting the fee is \$284. Your application must be submitted with the appropriate fee.

CHECKLIST.

- A fully completed and signed application form
- A full current copy of title
- The applicable fee
- Concept plans or sketches
- Additional documents eg. photographs of site and streetscape
- Shadow diagrams (if applicable)

What happens after I lodge the request?

Please be advised that after you submit this form to Council, it will be allocated to a planning officer. The planning officer will contact you to schedule a meeting that is mutually convenient at the Wallan Service Centre, Level 2, 61 High Street Wallan within 10 business days of the form being submitted.

For more information contact us:

Mitchell Shire Council

t: (03) 5734 6200

e: mitchell@mitchellshire.vic.gov.au

w: www.mitchellshire.vic.gov.au

**MITCHELL
SHIRE COUNCIL**



Preparing for a Pre-application Meeting

- > Look at the Mitchell Planning Scheme including planning policies that may affect your application. Make notes to ask questions about these policies
- > Obtain the zoning and overlay ordinances relevant to the property
- > Obtain a Registered Search Statement (Title) and Plan of Subdivision for the land
- > Obtain or prepare a detailed neighbourhood and site description and a design response to lodge with your application (required if proposing a multi-unit development or constructing or extending a dwelling on a lot less than 300m²).

Prepare preliminary designs and sketches that show:

- > Setbacks from boundaries
- > Dimensions of relevant wall lengths
- > Heights of proposed development
- > How your proposal respects the site and the surrounding area
- > How the design considers the site constraints

Council also encourages you to:

- > Discuss your proposal with the owners/occupiers of neighbouring properties before you lodge which may avoid undue delays and angst during the application process.
- > Take note during the meeting regarding other organisations who may be involved in the planning process (e.g. service authorities, catchment management authorities)

What if I Don't Have Plans Yet?

If you are unsure how you wish to develop or use your land or have general questions regarding your site, contact the Statutory Planning Department on 5734 6200 or speak to a duty planner at the Wallan Planning and Building Office at 61 High Street, Wallan. Once you have engaged an architect, drafts person and or a town planning consultant to prepare preliminary plans, contact Council to arrange a pre-application meeting.

I need a Planning Consultant. Who does Council recommend?

Every application is different and may carry its own intricacies. Applicants and owners are strongly advised to consult with independent, suitably qualified professionals to discuss the specific needs in relation to the development that may be proposed and the a qualified town planner, architect or drafts person is generally recommended to help you prepare your permit application successfully.

Details of town planning consultants can be found at: www.planning.org.au, or via the yellow pages or by looking through the classified sections of local newspapers.

Lodge your application:

In person: Planning and Building Office,
4A and 4B 61 High Street, WALLAN
9am – 5pm Monday to Friday

By post: Mitchell Shire Council
113 High Street, Broadford VIC 3658

Via email: mitchell@mitchellshire.vic.gov.au

Note: the provision of pre-application advice does not guarantee that a permit will be issued. Council reserves the right to make a full assessment of the proposal at the time of lodgment 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 and a meeting may not be necessary. For major and/or complex development proposals a pre-application meeting may be beneficial. Prior to a meeting you will need to complete a request for a pre-application meeting form (including a description of the proposal) and submit a site plan, concept drawings and site photos.

You will be contacted to arrange a meeting within 10 working days of lodging your request. At the discretion of the planner other relevant Council officers may attend.

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