



WHAT IS A PLANNING PRE-APPLICATION MEETING?

A planning pre-application meeting is a formal meeting between potential applicant(s) and a qualified Town Planner which is organised before an application is submitted to Council.

ONLINE

It gives Town Planners a chance to provide feedback on an application and allows those involved in submitting the application the chance to seek advice before submission.

A Pre-application meeting can either be held online via Teams at the applicant(s) choice of location or, should the applicant not have access to IT, a meeting room can be booked out in Council Offices for the online meeting or phone call to take place.

HOW TO APPLY FOR A PRE-APPLICATION MEETING

To book a pre-application meeting, contact customer service using any of the methods below:

Phone: General enquiries 03 5755 0555
(Weekdays, 9.00 to 5.00pm, excluding public holidays):

Office: Alpine Shire Council
2-6 Churchill Avenue
Monday to Friday, 9am to 5pm

Mail: PO Box 139, Bright, 3741

Email: info@alpineshire.vic.gov.au

When booking a meeting the following information should be provided:

1. Contact name;
2. Contact details (phone and/or email address);
3. Location of proposal (street address and/or title details);
4. Proposal details (including estimated cost of any development for which the permit is required);
5. Names and emails of persons wanting to attend the meeting;
6. Preferred meeting method (over the phone or online)
7. Any other details which may be relevant.

INFORMATION REQUIRED IN THE PRE-APPLICATION MEETING

The information below will need to be sent to info@alpineshire.vic.gov.au at least **24 hours prior** to the pre application meeting for sharing with the Consultant:

1. A full, (current) copy of title information for each individual parcel of land forming the subject site;
2. A plan of existing conditions;
3. Plans showing the layout and details of the proposal;
4. Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist, and;
5. If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).

The more relevant information which is brought to the pre-application meeting, the more detailed feedback and/or advice can be provided by planning staff.

OUTCOMES OF A PRE-APPLICATION MEETING

A pre-application meeting should provide the applicant with a better understanding of:

- What changes need to be made to the application (if needed);
- How the application process works;
- What planning staff may consider when assessing your application, and;
- Any preliminary concerns with the application.