

Request for Planning Services

WRITTEN PLANNING ADVICE AND/OR ZONING CERTIFICATE

Please submit this completed form to request general planning information and/or a zoning certificate.

This service provides feedback on a general or specific proposal, as outlined at the end of this form. A letter must accompany this form, which details your proposal, includes any information or specific questions that you would like addressed, and a copy of relevant plans (as applicable).

| REQUESTED SERVICE <i>(please select)</i> | | |
|--|--|----------------|
| <input type="checkbox"/> | Written Planning Advice Planning Officer to provide feedback on your proposal or design. *See page 2 Should research be required an additional fee of \$104/hour may be applicable. | \$73.00 |
| <input type="checkbox"/> | Zoning Certificate R-Code, Structure Plans, Building Envelope, proposed Scheme Amendments etc... | \$73.00 |

| PROPERTY DETAILS | |
|---------------------|-------------------|
| Lot no: | Street no: |
| Street name: | Suburb: |

| PROPERTY OWNER DETAILS AND AUTHORISATION <i>(if required)</i> | |
|---|----------------------------------|
| Full name(s): | |
| ABN (if applicable): | Email address: |
| Address: | Phone: |
| Town/City: | Work: |
| Postcode: | Home: |
| | Mobile: |
| The signature of ALL owner(s) is required on all applications | |
| I/we, _____ declare that I/we are the current owner(s) of the above-mentioned property. | |
| Original signature(s): | Original signature(s): |
| Print full name: | Print full name: |
| Position (if applicable): | Position (if applicable): |
| Date: | Date: |

| APPLICANT DETAILS <i>(person making the request)</i> | |
|---|--|
| Full name(s): | |
| ABN (if applicable): | Email address: |
| Address: Town/City: Postcode: | Phone: Work: Home: Mobile: |
| Contact person for correspondence: | |
| DISCLAIMER STATEMENT | |
| <p>The applicant(s) acknowledge and agree to the following terms:</p> <ol style="list-style-type: none"> 1) The City will endeavour to respond to requests for planning services within the following timeframes: <ol style="list-style-type: none"> (i) Zoning certificates 10 business days (ii) Written planning advice 14 business days 2) Numerous queries will attract additional fees. 3) All fees are non-refundable. | |
| Applicant signature(s): | Applicant(s) signature(s): |
| Print full name: | Print full name: |
| Date: | Date: |

What development (planning) information will not be provided from this service?

As part of this service, the City is unable to undertake a comprehensive assessment against all relevant matters of the planning framework.

The City may be unable to provide an indication of the likely determination to support/not support a proposed development, without the formal lodgement of a development application for assessment and determination pursuant to the *Planning and Development (Local Planning Schemes) Regulations*.

What development (planning) information can I request using this service?

The City is able to provide the following information through this service:

- General property details, including but not limited to zoning, building height limit, Scheme controls etc...
- Scheme and policy provisions applicable to a particular development or zone.
- Land use permissibility within a particular zone.
- Approved development (works and/or land uses).
- Required minimum and average lot sizes that apply to a particular lot and/or zone.
- Respond to questions from Bushfire Practitioners in relation to compliance with SPP 3.7 Planning in Bushfire Prone Areas and the supporting Guidelines for Planning in Bushfire Prone Areas.