Office use:

Date received:

 **PRE-APPLICATION MEETING REQUEST FORM**

A pre-application meeting may be necessary prior to the lodgement of a formal planning proposal.  Council offers a pre-application service to customers looking to lodge a planning permit application.  Pre-application advice will not guarantee a planning permit, but it will identify concerns as well as recommendations for improvement on your future application.

When completing form in writing, please use **BLOCK** letters

**NOTE: Please email completed form and relevant documentation to** info@moorabool.vic.gov.au

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| **Applicant details**  |
| First Name  | Surname  |
| Business/Company Name:  |
| Postal address:  |
| Street Address:  |
| Telephone:  | Mobile:  |
| Email address:  |

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| **Owner details** (if same as above, state “AS ABOVE”) |
| First Name  | Surname  |
| Business/Company Name:  |
| Postal address:  |
| Street Address:  |
| Telephone:  | Mobile:  |
| Email address:  |

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| **Address of the land**  |
| Street address:  |
| Property number:  |
| Suburb:  | Post code:  |

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| **Type of meeting requested** (Please refer to “Additional Information for Pre-Applications”) |
| In person  |  |
| Virtual (MS Teams is widely used by Council)  |  |
| If discussions regarding your pre-application AND/OR meeting request have already taken place with a planner, please advise and with whom. |  |

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| **Description of the proposal**  |
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| **Supporting information required**  |
| * Pre-application meeting request form
* Current copy of title (no older than 30 days – include any restrictions covenants and agreements)
* Proposed concept/sketch/detailed plans
* Application fee (depending on the pre-application category of the application)
* For buildings and works permits:
* detailed drawings, floor plans, elevations, section plans.  If no details are available, concept or drafts must be submitted together with
* site and surrounds photographs and
* For multi-unit applications - neighbourhood and site description and design response.
* For use permits – details on the current and proposed use, farm management plans, nature of the business, operating hours, number of employees, vehicle movement, etc
* For complex applications – transport and traffic, civil engineering, environmental details and proposed site and environmental plans must be submitted as a minimum.
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| **Declaration**  |
| I am the current owner of the land (or applicant/agent acting on their behalf); or  |   |
| I am a potential purchaser of the land (or the applicant/agent acting on their behalf)  |   |
| I understand and agree that the information provided is preliminary advice and subject to a full planning permit assessment  |   |
| I have read and agree to the disclaimer  |   |
| **Name:**  | **Date:**  |
| **Signature**  |

**Additional Information for Pre-applications:**

* Prior to requesting a pre-application meeting, review the planning property report for your land which can be obtained via [VicPlan](https://mapshare.vic.gov.au/vicplan/).  This is where you can obtain information on the zoning and overlays covering your land. You can also get additional information from the [Moorabool Planning Scheme](https://www.planning.vic.gov.au/schemes-and-amendments/browse-planning-scheme/planning-scheme?f.Scheme%7CplanningSchemeName=moorabool).  It is also advised to obtain a copy of your title, title plan and any covenants, restrictions or Section 173 Agreements applying to your land.
* Upon receipt of your application, a planning office will review the information provided and will contact you to organise a time and date to discuss your proposal.  You will receive pre-application advice during the meeting and may also receive an email laying out the matters that were discussed at the pre-application meeting.
* It is advised to discuss your proposal with your neighbours before finalising your plans, to mediate and compromise any issues prior to the lodgement of your application.
* A pre-application meeting can occur virtually via MS Teams or in person at Moorabool Shire Council, 182 Halletts Way, Darley. Note that MS Teams virtual pre-application meetings are preferred at this stage.

**Declaration**

The declaration should be signed by the person who takes responsibility for the accuracy of all the information that is provided. This declaration is a signed statement that the information included with the application is true and correct at the time of lodgement.

The declaration can be signed by the applicant or owner. If the owner is not the applicant, the owner must either sign the application form or must be notified of the application which is acknowledged in the declaration.

 Obtaining or attempting to obtain a permit by wilfully making or causing any false representation or declaration, either orally or in writing, is an offence under the Planning and Environment Act 1987 and could result in a fine and/or cancellation of the permit.

**Disclaimer**

Important note

All information and correspondance (including plans,drawings,photos,emails,etc) that is submitted by the Applicant to Council in relation to a Pre-application meeting, as well as meeting notes and written feedback,will be held in the Council’s Records Document Management system.

Any advice provided at the Pre-application Meeting is preliminary advice only. Council will attempt to provide clear and concise advice based on the information tabled at the Pre-appliaction Meeting and the relevant provisions within the Moorabool Shire Planning Scheme.

This advice may be impacted by consequential changes to the Moorabool Shire Planning Scheme, the design, further information received, referral advice, site inspection, the public notice process, and any other change of circumstance.

**Privacy statement**

Collection of Personal Information The Moorabool Shire Council is committed to protecting your privacy. The personal information requested on this form is being collected by Moorabool Shire Council for the purpose of assessing planning permit applications, parts of which are set out in the Planning and Environment Act 1987 (PE Act). The personal information will be used for the following purposes:

correspond with you about your permit application if necessary, notify affected parties who may wish to inspect your application so that they can respond – this may be a notice onsite, in a notice online, and/or by post or for any other directly related, or reasonably related purposes. The information you provide will be made available: online on Council’s website during the public notice period of the application   on Council’s permit register (no name or personal details are visible in the online register)   to any person who may wish to inspect your application until the application process is concluded, including any review at the Victorian Civil and Administrative Tribunal to relevant officers within Council and other pertinent Government agencies directly involved in the planning process to persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 (PE Act) or the Freedom of Information Act 1982. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to Moorabool Shire Council. Please contact the Planning and Building department by telephone (03) 53667100 or email [www.moorabool.vic.gov.au](file:///C%3A%5CUsers%5Cpfalland%5COneDrive%20-%20Moorabool%20Shire%20Council%5CDesktop%5Cwww.moorabool.vic.gov.au).