REQUEST FOR WRITTEN PLANNING ADVICE

Use this form to request planning/development approval history, zoning or planning policy advice.

☐ Zoning/ Planning Policy Advice ☐ Planning/ Development Approval History

Applicant Details

Name:		Phone No:
Postal Address:		
Email Address:		
Contact Person: (if applicable)		Phone No:

Property Details (Property relating to the information that you are requesting)

House No:	Street Name:
Suburb:	Postcode:

Required Information and Documentation

For Zoning or Planning Policy Advice:	
☐	Cover letter - outlining the specific written planning advice / information you are requesting
☐	Any relevant plans such as a site plan, floor plans and elevations with natural ground levels shown

For Planning/Development Approval History (Request of Property Plans):	
☐	Copy of current identification
☐	Current owners written consent (only applicable if applicant is not owner)

Additional Comments:

Applicant Declaration

Applicant's Signature		**Date:**
Applicable Fee: $73.00		

1. On receipt of the request for written planning advice, a Planning Officer will carry out an assessment and provide a response via email.

2. The City endeavours to respond to requests for written planning advice within 14 days from payment. Subsequent advice on additional queries will require the lodgement of additional written planning advice and attract a new $73 fee.

3. The City cannot guarantee that the requested information will be provided and in the instance that the requested information cannot be provided, the application fee is not refundable.

4. The advice provided does not substitute the in-depth analysis typically associated with formal assessment of a development application and consideration of any public submissions. While the advice is given in good faith, it in no way binds a decision by the City.

5. If you are not the owner of the property that you are requesting development approval history for, the current owner's written consent and signature is required to process your request.

We collect your personal information to process your request in accordance with the standards set out in the Privacy and Responsible Information Sharing Act 2024 (PRIS Act). By completing this form, you confirm that you have read and acknowledge the collection of your personal information. For full information about how we handle your personal information, **please visit our privacy page.**