



## REQUEST FOR WRITTEN PLANNING ADVICE

Use this form to request planning/development approval history or planning policy advice, make enquiries about zoning or confirm whether planning/development approval is needed'

APPLICANT DETAILS	
Applicant's Name	Phone No:
Company Name (if applicable)	
Postal Address	Postcode:
Email Address:	
PROPERTY DETAILS (Property relating to the information that you are requesting)	
House No:	Street:
Suburb:	Post Code:
SUPPORTING DOCUMENTS	
Please provide further information regarding your application:	
<input type="checkbox"/> Cover letter - outlining the specific written planning advice / information you are requesting	
<input type="checkbox"/> If applicable, detailed preliminary plans showing the proposal (drawn to scale), such as the site plans, floor plans and elevations.	
Comments:	

**Applicant Declaration:**

*On receipt of the request for written planning advice, a Planning Officer will carry out an assessment and provide a response via email. The City endeavours to respond to requests for written planning advice within 10 working days from lodgement. Subsequent advice on additional queries will require the lodgement of additional written planning advice and attract a new \$73 fee. 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. 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.*

<b>Applicant's Signature:</b>	<b>Date:</b>
<b>Applicable Fee: \$73.00</b>	

**Once complete, email this form to [pbadmin@melville.wa.gov.au](mailto:pbadmin@melville.wa.gov.au)**