

## REQUEST FOR WRITTEN PLANNING ADVICE

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

### Applicant Details

|                                      |  |           |
|--------------------------------------|--|-----------|
| Name                                 |  | Phone No: |
| Company Name<br>(if applicable)      |  |           |
| Postal Address                       |  | Postcode: |
| Email Address                        |  |           |
| Contact Person for<br>correspondence |  | Phone No: |

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

|           |              |           |
|-----------|--------------|-----------|
| House No: | Street Name: |           |
| Suburb:   |              | Postcode: |

### Required Information and Documentation

|                              |   |
|------------------------------|---|
| <input type="checkbox"/>     | Cover letter outlining the specific written planning advice / information you are requesting        |
| <input type="checkbox"/>     | Any relevant plans such as a site plan, floor plans and elevations with natural ground levels shown |
| Additional Comments (below): |   |
|                              |   |

### Applicant Declaration

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

|                         |  |       |
|-------------------------|--|-------|
| Applicant's Signature   |  | Date: |
| Applicable Fee: \$73.00 |  |       |