

## **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:			1				
Email Address:							
Contact Person: (if applicable)			Phone No:				
Prop	erty Deta	ils (Property relating to the information that ye	ou are requesting)				
House	No:	Street Name:					
Suburl	b:		Postcode:				
Requ	iired Info	rmation and Documentation					
For Zo	ning or Planni	ng Policy Advice:					
	Cover letter - d	outlining the specific written planning advice / information	on you are requesting				
	Any relevant p	lans such as a site plan, floor plans and elevations with	n natural ground levels shown				
For Pla	anning/Develo	pment Approval History (Request of Property Plans):					
	Copy of current identification						
	Current owners written consent (only applicable if applicant is not owner)						
Additional Comments:							



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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 gueries 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.