



## Planning Pre-Application Meeting Request Form

(This is NOT a planning permit application form)

Applicant Details

Date: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact address: \_\_\_\_\_

Contact telephone numbers: \_\_\_\_\_

**Meeting Request Details:**

Subject property address: \_\_\_\_\_

Details of proposal: \_\_\_\_\_

**Information checklist:**

**Information to be provided with request form:**

- Y Sketch or concept plans of the proposal (mandatory)
- Y Certificate of title including any plans, covenant details or Sec 173 Agreement (mandatory)
- Y Site or survey plan of the subject property
- Y Other relevant documents (e.g arborist report, site photographs)

When submitted to Council your request will be allocated to a planning officer. The planning officer will contact you to schedule a meeting either on-site or at the Council offices at a mutually convenient time.

Office Use Only	
Received by:	Assigned to Planner:
Meeting Date:	