
Pre-application Meeting Coversheet



PROPERTY ADDRESS	
------------------	--

MEETING INFORMATION

I already have a meeting booked

Date:

Time:

I do not have an appointment booked
(Council's Statutory Planning Department will contact you to arrange a time)

Description of what you want to do:	
--	--

e.g. extension to a dwelling

Have you identified any issues?	
--	--

e.g. car parking or building height

Have you attached electronic documents & plans?	
--	--

e.g. concept plans or photographs

CONTACT INFORMATION

Contact name:	
---------------	--

Phone number	
--------------	--

Email address	
---------------	--

How many people will be attending?	
------------------------------------	--

SEND TO - email the coversheet and attached plans to boroondara@boroondara.vic.gov.au.

We need to receive the plans in electronic format a minimum of **three days** prior to the pre-application meeting date. This gives us time to collate all relevant information before the meeting takes place.

IMPORTANT NOTE

Pre-application meetings are a paperless 45 minute free service with Council's Planning Liaison Officer. The planner will view the plans for the first time during the pre-application meeting itself and will provide basic advice and guidance. However this advice does not pre-empt the assessment or consideration of any planning application lodged with Council. It is pre-application advice only.