

What is a pre-application meeting?

We welcome and encourage pre-application discussions.

A pre-application meeting should be booked early in the design phase, before plans are finalised, to provide an opportunity for changes to be made without significant expense.

The purpose of the meeting is to provide an opportunity to meet with Council officers to discuss a proposal, identify possible design issues and to provide information about the Planning Scheme and planning processes.

A pre-application meeting can provide the following benefits:

- Early identification of issues;
- Increased understanding of the Planning Permit process;
- A reduction in delays resulting from Council requesting further information when an application is lodged.

Is the advice provided at the pre-application meeting binding on Council?

Any advice provided at the pre-application meeting is preliminary advice only. This advice may change based on any changes to the design or plans, referral advice, site inspection, public notice, referral and other related matters at Council discretion.

At the meeting Council officers will provide preliminary advice based on their own professional judgement; however this will not commit Council to a particular decision or outcome given that there are a number of ways that a decision can be made on a Planning Permit application.

A Council decision will only be forthcoming once the Planning Permit Application has been made and determined. Above all, Council's discretion to make the final decision on an application cannot be prejudiced in any way.

What record is made of the pre-application meeting?

A pro-forma record will be completed during the meeting and registered on Council's electronic database.

You can request a copy of the meeting notes.

Consultation with neighbours

You are encouraged to discuss your proposal with the owners/occupiers of neighbouring properties before lodging an application with Council. Where possible, addressing the concerns of neighbours early in the process can minimise delays and the costs of making changes to your plans.

Change of use applications

An application to change the use of land can require a Planning Permit and will often require a Building Permit. There are often issues related to the Building Permit process that will result in significant expenses, including: provision of toilets and showers, fire safety, building exits, access for all abilities and natural light. A discussion with a Building Surveyor is encouraged at an early stage so that you can understand the extent of works required and potential costs.