



## Planning Advice Request Form

Planning advice can be obtained from Planning Officers prior to the submission of a formal application to seek a change of use, develop or rezone land in order to identify any issues that might affect a proposal at an early stage in the process.

Pre-application planning advice can be provided for any matter that requires statutory planning approval.

Please complete all the following questions and return the Request Form to the Land Use Planning section at Wellington Shire Council using the details below, together with the relevant fee.

The Proposal	
Address of the subject land	
Description of proposal	
What is the current use of the land? (i.e. residential, industrial, commercial, vacant)	
Applicant Details	
Name:	Organisation: (if applicable)
Address:	
Phone:	
Email:	
Have you included a Certificate of Title? (including a copy of any restrictive covenants and Section 173 Agreements?) <i>*Title copies can be obtained from <a href="http://Landata.vic.gov.au">Landata.vic.gov.au</a></i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you included any plans or supporting information?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you paid or included the correct fee?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

We will provide advice via email.

If you wish to receive a hard copy of your advice, please tick box ☐

**DATE:**

***Privacy Notification (Planning & Environment Act 1987):***

*The personal information requested on this form is being collected by Council as a statutory requirement under the Planning & Environment Act 1987. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information is provided in accordance with the Planning & Environment Act 1987 and that they may apply to Council for access and/or amendment of the information.*

**(PLEASE SEE OVER FOR PAYMENT INFORMATION)**

## Planning advice request information

### What is planning advice?

Planning advice is provided by Council's Planning Officers in response to proposals to, amongst other things, change the use, develop or rezone land prior to the submission of a formal application. It provides the opportunity for proponents to receive guidance and direction on a proposal and for any significant issues to be identified at an early stage in the process.

Pre-application advice can be provided for any matter that requires planning approval.

### What are the benefits of pre-application advice?

Substantial time and cost savings can be realised if you address the issues identified in the pre-application advice prior to submitting a formal application.

Although not every issue may be identified at the pre-application stage, the aim is to provide advice that will improve the proposal and ultimately expedite the assessment of the planning application in the most efficient and effective way.

### What makes a good pre-application request?

The request should provide adequate information for Council Officers to assess and provide feedback. Please note that the feedback given by Council Officers will be based on the level and quality of the information that is submitted with the request.

The following information is necessary to enable meaningful advice to be provided:

- A recently generated Certificate of Title, including a copy of any Covenants and/or Section 173 Agreements;
- Site and elevation plans for any proposed development;
- For a proposed land use, a detailed written description of the proposal including hours of operation, staff numbers, etc.
- The precise extent of any land proposed to be rezoned.

### How is a request for planning advice responded to by Council?

Council will provide a response by either a letter, email, phone call or a meeting depending on the nature and complexity of the proposal.

### Is there a cost involved?

A Standard Fee of **\$150** for a Community Member/Land Owner and **\$250** for Professional/Consultant.

### Who do I contact if I have any questions in relation to the pre-application process?

Please contact the Land Use Planning section on 1300 366 244 should you have any further queries prior to the submission of a planning advice request.

Following the submission of your planning advice request, you will receive a response to your request within 10 working days.

**PAYMENT INFORMATION:**

☐ CASH   ☐ CHEQUE   ☐ MONEY ORDER   ☐ VISA   ☐ MASTERCARD   ☐ BANK CARD

**CREDIT CARD NUMBER**

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**EXPIRY DATE**

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**AMOUNT**

☐ \$150.00 Community Member/Land Owner

☐ \$250.00 Professional/Consultant

**CARDHOLDER NAME** \_\_\_\_\_

**BANK:** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Cheques should be made payable to Wellington Shire Council. \*\*BPAY / AMEX / DINERS CLUB NOT ACCEPTED\*\*

**TO SUBMIT PLANNING ADVICE REQUEST:**

**EMAIL:**     [planning@wellington.vic.gov.au](mailto:planning@wellington.vic.gov.au)

**IN PERSON:**

Please return this completed form to:

**Sale Service Centre** – 18 Desailly Street  
(Mon to Fri: 8.30am to 5.00pm)

**Yarram Service Centre**– 156 Grant Street  
(Mon, Tue, Thurs, Fri: 10.00am to 2.00pm)

**BY MAIL:**

Wellington Shire Council  
Land Use Planning Department  
PO Box 506, SALE VIC 3850

**BY FAX:** (03) 5142 3501

OFFICE USE ONLY	RECEIPT	LEDGER NO	ALLOCATED TO
Date received:		Statutory Planning 03.3430.1420.2019 (116)	Statutory Planning Officer: <input type="checkbox"/>
Date allocated:		Strategic Planning 03.3410.1420.2019 (118)	Strategic Planning Officer: <input type="checkbox"/>