

# Pre-Application Meetings



This fact sheet provides an explanation of Pre-Application Meetings and an overview of the process.

## What is a Pre-Application Meeting?

A Pre-Application Meeting is held between a Council Planning Officer and the Applicant, prior to lodgement of an Application for Planning Permit. The purpose of the meeting is to help identify potential design issues and confirm what information is required to be submitted with the Application.

Pre-Application Meetings can provide a number of benefits to both a developer and Council.



The benefits include:

- > Increased certainty about process and Council's expectations about the proposal
- > Improvement in the quality of information submitted to Council
- > Reduction in time delays caused by requests for design amendments and further information
- > Early identification of issues

## What types of applications will Council conduct a Pre-Application meeting for?

Council will conduct Pre-Application Meetings for the following types of development and/or use:

- > First floor extensions
- > New dwellings
- > Two or more dwellings
- > Mixed use and multi-level development
- > Change of Use
- > Liquor Licence applications

Council will not conduct Pre-Application Meetings for smaller projects, such as ground floor extensions, signage, minor buildings and works or front fences.

For this type of development you can attend Council offices at Richmond Town Hall at 333 Bridge Road, Richmond between Monday to Friday, 8.30am to 5.00pm, where a planner will be able to assist you.

## Further information

If you need more information about planning in Yarra:

### Visit our website

- > [www.yarracity.vic.gov.au/planning](http://www.yarracity.vic.gov.au/planning)

### Telephone

- > 9205 5373 (between 8.30am and 5.00pm, Monday to Friday)

### Visit the planning counter

- > Richmond Town Hall  
333 Bridge Road, Richmond  
Monday to Friday  
8.30am to 5.00pm and  
Tuesday 8.30am to 6.00pm

For more information about planning in Victoria, please visit [www.vic.gov.au](http://www.vic.gov.au) or call 1300 366 356 and request a copy of 'Planning: a short guide'.

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## How to Apply for a Pre-Application Meeting

To book a Pre-Application Meeting, contact:

### Statutory Planning Department

Telephone 9205 5373 (between 8.30am and 5.00pm, Monday to Friday).

When booking a meeting, the following information must be provided:

- > Location of proposal
  - street address and suburb
- > Proposal – what is being proposed?
- > Contact Name
- > Phone number of contact
- > How many people will be attending the meeting

Your details will then be passed on to a Planning Officer who will call you within 24 hours to arrange a suitable time for the meeting.

## Information required for a Pre-Application Meeting

The following information must be provided at the Pre-Application Meeting:

- > Basic Site Context Plan of existing conditions, showing:
  - + Existing buildings on site
  - + Location of buildings on adjoining properties (including habitable room windows, private open space areas)
- > Concept design plan showing:
  - + Building footprint, location of windows, decks etc
- > Concept elevation plans
- > Photos of the site and surrounding features of the area

- > For proposals for change of use or Liquor Licence
  - + Nature of the use
  - + Hours of operation
  - + Number of staff
  - + Car parking provision on site
  - + Surrounding uses

### Important note

Failure to provide the information required to enable a reasonable understanding and assessment of the development/use proposal by the Planning Officer at the Pre-Application Meeting is likely to lead to compromised advice and may result in the meeting being cancelled.

