



HUME CITY COUNCIL PRE APPLICATION MEETINGS

All applicants are encouraged to arrange a pre-application meeting with a Council planning officer prior to lodging a formal planning application. These can be done in person, over the phone or by video call.

A pre-application meeting will help determine outstanding information required for an application and identify any design issues. It should be noted that discussions at a pre-application meeting do not constitute formal approval of the proposal.

Pre-application meetings can provide a number of benefits to both the developer and Council including:

- Information on whether a Planning Permit application is required
- A reduction in time delays caused by requests for design amendments and further information
- Improvement in the design quality of applications
- Improvement in the quality of information submitted to Council
- Increased certainty about the application
- A reduction in the overall application processing times
- A reduction in the number of applications refused as a result of an inappropriate use or development

What information should I provide prior to a pre-application meeting?

When attending a pre-application meeting a please provide the following information:

- Location of the site
- A full copy of Title (no more than three months old) including owner details, site dimensions, restrictions and/or covenant details or a full copy of any Section 173 Agreement
- An existing conditions plan clearly showing all buildings, crossovers, driveways, significant vegetation, details on adjacent properties (including setbacks, vegetation, secluded open space areas, windows etc)
- A design concept plan including elevations
- Photographs of the site and surrounds

To book an appointment contact Statutory Planning on 9205 2802 or email contactus@hume.vic.gov.au