

# Statutory Planning Pre-Application Meeting Request

## Note

A pre-application meeting request should only be lodged for advice/comment on a specific proposal relating to a specific property. All requests must be made in writing and submitted via email to [email@hume.vic.gov.au](mailto:email@hume.vic.gov.au)

For general planning advice please call 9205 2200.

## Application Details

Applicant Name: \_\_\_\_\_

Address of Application Site: \_\_\_\_\_

Post code: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Mobile: \_\_\_\_\_

Brief Description of Proposed Development (What are you seeking to do at the site?): \_\_\_\_\_

## Required Information

In order to arrange a Pre-Application Meeting it is necessary to provide the Council with some information about your proposal. As a minimum, the following information must be provided to Council:

Up to date Certificate of Title (within last 3 months)

Site Context Plan

Concept Floor or Elevation plans

## Pre-Application Planning Advice

All requests must be made in writing and submitted via email to [email@hume.vic.gov.au](mailto:email@hume.vic.gov.au)

Once all of the information is submitted to Council, the request will be allocated to a Planning Officer who will then contact the applicant within 5 business days of receipt of the email to arrange a Pre-Application Meeting. Council will endeavor to arrange for this Meeting or provide written correspondence clarifying Council's comments on the matter within 28 days of the receipt of the request.

