**Planning Pre-Application Discussion  
Service Request**

Use this form to apply for a pre-application meeting to discuss a planning proposal prior to formally lodging an application for planning permit. For detailed information on this service and the applicable fees, please visit the *Planning Pre-Application Discussion Service* section of Council’s website. A non-refundable fee applies.

**Please Note:** Planning pre-application meetings are held online using **Microsoft Teams** video conferencing during Council business hours.

| **Applicant details** | | |
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| First name: | Surname: | |
| Business / Company name: | | |
| Postal address: | | |
| Suburb: | | Postcode: |
| Phone:       Mobile: | | |
| Email address: | | |
| **Are you requesting advice in response to a Planning Compliance matter?**  No  Yes – please provide Planning Compliance Reference No: | | |

| **Address of the land** | |
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| Unit number: | Street number: |
| Street name: | |
| Suburb: | |

| **Select the relevant proposal category** |
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**You MUST select the relevant proposal category**. ***Note****: If your proposal includes criteria from two different categories, please select the higher category. For example, if your proposal includes a reduction in car parking of 5 spaces (Average category) and 20 new dwellings (Complex category), then please select Complex category.*

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| **Average** | * Residential - 5 or less dwellings * Non-Residential - 250sqm to 2,000sqm * Buildings and works less than $100,000 * Reduction in car parking between 1-10 spaces |
| **Complex** | * Residential - between 6 and 30 dwellings * Non-Residential – 2,000sqm to 10,000sqm * Major buildings and works * Reduction in car parking of 11 or more spaces and/or loss of existing on-street parking * All use applications (eg. office, medical centre, place of assembly, brothel, liquor licence, materials recycling) * All applications in a Green Wedge Zone (GWZ) * Removal of native vegetation * Planning Scheme matters |
| **Regional / City Significance** | * Residential - 31 or more dwellings * Non-Residential - greater than 10,000sqm * Significant loss of native vegetation * Significant Planning Scheme matters (eg. major rezoning, development plan) |

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| **Brief description of the proposal** |
| *Describe the way the land is proposed to be used or developed. Attach additional pages if required.* |
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| I have attached additional pages – Number of pages |

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| **Supporting information required to be submitted with this form** |

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| **For all proposals:**   * A current copy of the title for the land produced within 30 days of the date of the request. This must include the Register Search Statement, Plan of Subdivision and complete copies of any covenants or restrictions registered on title * A site plan * The applicable application fee. If you wish to pay the application fee by credit card, please submit your application to Council and you will be sent an invoice which can be paid on Council’s online payment portal <https://mygreaterdandenong.com/>   **For all proposed buildings and works applications:**   * Detailed drawings, including dimensioned floor plans, elevations and sections as necessary (for Average category proposals, drawings do not need to be fully completed and resolved, but must provide details of what is being proposed) * Photographs of the site and surroundings   **For all proposed use applications:**   * Details of the current use and the proposed future use, eg. the nature of the business, operating hours, number of employees, the type of vehicles that will come to the site and the number of vehicles per day / per hour, etc.   **Additional requirements for Complex and Regional / City Significance proposals:**   * Transport and Traffic details, including parking capacity and demand, vehicle trips, etc. * Civil Engineering details * Proposed Site and Environmental Management Plan scope (if applicable) |

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| **Declaration** | |
| I am the current owner of the land (or the applicant / agent acting on their behalf)  OR  I am a potential purchaser of the land (or the applicant / agent acting on their behalf) | |
| Name: | |
| Signature: | Date: |
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| **Send to Council by** | | |
| **Email:**  council@cgd.vic.gov.au | **Post:**  City of Greater Dandenong PO Box 200 Dandenong VIC 3175 | **In person:**  Planning Service Counter, Level 3, 225 Lonsdale Street, Dandenong  or other Customer Service Centre |

**Please Note:** The request will not be actioned until applicable fees have been paid and all required supporting information has been provided.

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| **Important note and disclaimer**  All information and correspondence (including plans, drawings, photos, emails, etc.) that you submit to Council in relation to a pre-application proposal, as well as meeting notes and written feedback, will be held in Council’s Records Document Management System.  Any advice provided at the pre-application meeting is preliminary advice only. Council will attempt to provide clear and concise advice based on the information tabled at the pre-application meeting and the relevant provisions within the Greater Dandenong Planning Scheme. This advice may be impacted by consequential changes to the Greater Dandenong Planning Scheme, the design, further information received, referral advice, site inspection, the public notice process, and any other change of circumstance. |