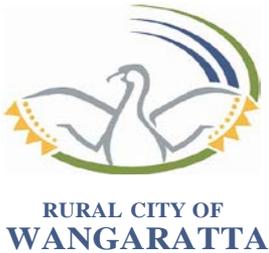


No.3 – Pre-application Meetings – Small or Minor Developments



Rural City of Wangaratta provides a pre-application meeting service to developers and/or residents who envisage lodging a planning application to Council for small or relatively minor developments. Council strongly suggests that prospective applicants use this service. Pre-application meetings for proposals affecting land by an Overlay such as Heritage, Flooding, Inundation, Significant Landscape, Bushfire or Wildfire require additional information.

This service is not mandatory for proponents of development within the municipality, however the Statutory Planning Team promotes this service when initial enquiries concerning a development or change of use and specifically in relation to recently introduced VicSmart planning applications are received. A VicSmart planning application is a fast track application concerning a relatively minor development. The statutory timeframe for determining a VicSmart planning applications is 10 working days. Given the relatively short statutory period it is important for a proponent to provide all the relevant information at the time of lodgement.

The benefits of seeking a pre-application meeting

A meeting with a Council planning officer prior to lodgement of an application will assist in resolving the planning issues and identify the information to be submitted to facilitate a more expeditious consideration of the application. This service is currently provided free of charge.

Pre-application meetings to discuss and assess a development proposal can provide a number of benefits to both the proponent and Council. These benefits include:

- The proponent receives some general feedback from Council officers on the merits of the proposal, and identification of the key planning considerations;
- Reduction in time delays caused by requests for design amendments and further information requests;
- Improvement in the design quality of applications; and
- Reduction in the number of applications refused.

How to prepare for and request a pre-application meeting

If you seek a pre-application meeting, you should download the Pre-application Meeting Request Form from Council's website or contact Council's Planning Unit on 03 5722 0888 for a copy of the form to be sent to you. The completed pre-application request form must be returned to Council, accompanied with the relevant information. This information may be in the form of:

- A site or survey plan of the subject property;
- Certificate of Title of the subject property (including any plans, covenant details or Section 173 Agreements);
- site plan - showing existing conditions including but not limited to site dimensions, any easement/s, existing vehicular access, current structures, trees;
- Sketch/concept plans –showing proposed use/development including but not limited to internal layout, elevations, car parking,
- explanatory notes outlining the details of the intended proposal.

This information may be emailed to the Statutory Planning Team on planningemail@wangaratta.vic.gov.au or handed over at the Planning and Building counter in Council Offices. The Statutory Planning Team generally takes on to two weeks' time, depending on the complexity of the development, for doing preliminary assessment of the information submitted and responds back via email or at the Planning and Building counter or in a pre-arranged meeting

Once the requisite form and supporting documents are submitted to Council, they will be allocated to an appropriate planning officer. The nominated planning officer will then contact you directly to schedule a meeting at a mutually convenient time. Council officers will endeavour to schedule the meeting within two (2) weeks of lodging your written pre-application meeting request.

Understanding the nature of advice being provided

It is critical that the proponent leaves a pre-application meeting with the same understanding of the information provided and the meeting's outcomes as the Council planning officer. At the conclusion of the meeting, the Council planning officer will complete a discussion outline form. Upon completion, the officer will pass this form to the proponent for their reading and comprehension of the issues. It is the expectation of Council officers that the proponent co-sign this sheet. One copy of this form will be mailed to the proponent for their records, and one copy will be placed on Council's file for future reference.

Failure to act on the advice provided by the Council planning officer in the pre-application meeting will increase the risk of a request for further information and/or design modification that will result in time delays to the processing of your application.

Also consult your neighbours during the design process of your proposal

Council strongly encourages that proponents consider communicating directly with their neighbours. Such communication can enable residents' input into the design of a proposal prior to an application for a planning permit being made to Council. It can also assist to minimise objections and concerns from residents and may prevent the applicant from being required to make amendments to the proposal later on.

Speak to the other concerned authorities when developing your proposal

Council also strongly encourages that proponents consider communicating directly with relevant state agencies. These authorities, depending upon the planning overlays covering their land, may include one or more of these authorities such as VicRoads, North East Catchment Management Authority, Goulburn Murray Water, Country Fire Authority, Department Environment and Primary Industry, EPA, AAV and Heritage Victoria.

This advice sheet is to be used as a general guide only. Council has made all reasonable effort to ensure the information provided in this series is true and accurate. However, it is recommended that readers seek professional advice before acting or making decisions on the basis of this information. For any questions or clarification, please contact Council's Planning Unit on 5722 0888.



