



### Introduction

Council's Statutory Planning Team provides pre-lodgement advice to applicants before the applications are lodged with the Council. This advice is provided at face to face pre-lodgement meetings. This service is provided free of charge.

This service is not mandatory for proponents of development within the municipality, however the Statutory Planning Team promotes this service when initial enquiries concerning major developments are received.

### Major Development Applications

Pre-application meetings with Council's Statutory Planning team provide comprehensive ('one-stop-shop') advice for proponents of development proposals within the municipality.

This service is coordinated by the Statutory Planning Team but may also require the support of a team of officers from other relevant units of Council depending upon the size and the nature of intended development. For major developments, which invariably have a greater number of requirements and/or issues to reconcile, a cross functional team of Council officers enables better provision of information and advice to the proponents of such proposals.

### What is a Major Development Proposal?

For the purpose of offering this service, a major development proposal will constitute:

- A commercial or mixed-use re-development within the Central Activities Area (CAA);
- A proposal with a cost of development exceeding \$2million
- Any residential development that seeks more than 5 dwellings;
- Any residential subdivision that seeks more than 10 lots;
- A retirement village or aged care facility;
- A commercial or mixed-use development which has a floor area of more than 400 square metres outside of the CAA;
- Major tourism development, exceeding \$2 million;
- The project will require construction on public land; or
- Any other development as identified by the Manager Planning and Building or the Statutory Planning Coordinator.

### Pre-lodgement Advice Team

In addition to planning staff, depending upon the nature of a major development proposal, the team may comprise some or all the following Council officers:

- Coordinator/Principal/Senior Statutory Planner
- Senior/Development Engineer
- Environment Officer
- Environmental Health Officer
- Coordinator/Principal Strategic Planner
- Open Space Planner
- Economic Development Officer

## **Procedure**

### **Lodgement of documents**

A proponent seeking advice on a major development proposal must provide adequate information to Council's Statutory Planning Team. This information may be:

- copy of Title,
- site plans showing site dimensions, existing vehicular access, current structures,
- concept plans showing internal layout, elevations and car parking,
- explanatory notes outlining the details of the intended proposal such as no. of staff to be employed, working hours and any specialist reports.

This information must be emailed to Council's Statutory Planning Team at least two weeks prior to the meeting.

### **Receiving a request for a pre-application meeting**

All requests for Pre-application Meetings will be received, registered and coordinated by the Statutory Planning Team. The Statutory Planning Coordinator will ensure that sufficient documentation has been provided to enable the Pre-application Meeting to proceed, before allocating the request to a statutory planner. The Statutory Planning Coordinator and allocated planner will determine which cross functional team members are required to provide comments and advice in relation to the proposal.

### **Opportunity for relevant team members to review submitted documentation**

The allocated planner will schedule a meeting with the proponent and the relevant members of the cross functional team. The allocated planner will also distribute the relevant documentation for team members with the assistance of the administration officers in the Statutory Planning Team. The pre-application meeting will be scheduled a minimum of 10 business days after the team members have received the relevant pre-application meeting documentation, and no more than 15 business days. This will enable sufficient time for the relevant team members to review the proposal and prepare for the pre-application meeting.

### **At the pre-application meeting**

The chair of the meeting (who will be either the Statutory Planning Coordinator or the allocated statutory planner) will introduce the proponent to all Council officers who are in attendance. The proponent will then be given an opportunity to outline the proposal and clarify any components, before individual team members be provided with an opportunity to comment and provide advice to the proponent. At the conclusion of the meeting, the proponent will be informed that a written summary of comments and advice provided at the meeting will be sent to them up to 5 business days after the meeting.

### **Provide a consolidated written response after the pre-application**

Following the pre-application meeting, each team member is to formalise in writing the comments and advice communicated in the pre-application meeting (or subsequently should something have been identified) as well as provide any suggestions/options (where appropriate) to assist the proponent in overcoming any issues or concerns.

Within 5 business days after the pre-application meeting, team members are required to email those comments to the allocated statutory planner, who will consolidate the comments and send them to the proponent. It is therefore important that the written comments are articulated in such a way that they can be sent to the proponent in the drafted form. A copy of the written advice sent to the proponent will be placed on the relevant property and/or planning file.



**Following lodgement of the planning application**

Once the major development proposal is lodged with Council as a planning application, in most circumstances, the application will be allocated to the statutory planner who attended the pre-application meeting.

If required, the application will be referred to the relevant internal units/teams and marked to the attention of the officer of that unit/team who attended the same pre-application meeting.

**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.**



