



*Concept Plan Satisfactory*  
*All information provided*  
*Design complies with Policy*  
*Advertise*  
*(quickly)*  
*Process*  
*(quickly)*

# A Guide to Pre-Application Meetings In Monash

Adopted:- 15 December 2003

PRE-APPLICATION MEETINGS

## WHAT IS A PRE-APPLICATION MEETING

When a development proposal is lodged at Council for Planning Permit approval it is more likely to be assessed and processed quickly, with a positive outcome if it:-

- contains all of the required information and
  - has been designed to comply with the Monash Planning Scheme and Policies.
- than a substandard application that lacks information.

A meeting with a Council Planning Officer prior to lodgment of an Application for Planning Permit will help to resolve design issues and identify the information to be submitted to facilitate a speedy consideration of the application.

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

- Increased certainty about the outcome of an application
- Reduction in time delays caused by requests for design amendments and further information
- Reduction in the overall application processing times
- Improvement in the quality of information submitted to Council
- Improvement in the design quality of applications
- Reduction in the number of applications refused

## HOW TO APPLY FOR A PRE-APPLICATION MEETING

To book a Pre-Application Meeting contact:-

**Town Planning Department**

**Phone:- 9518 3555**

When booking a meeting the following information must be provided to ensure that the appropriate Planning Officer and information is available for the meeting.

- Location of development – Street address
- Proposal – What type of development is proposed?
- Contact Name.
- Phone Number and email of contact.
- How many persons are attending the meeting.

Note:- The owner/developer is encouraged to attend  
the meeting

## INFORMATION TO BE BROUGHT TO THE PRE-APPLICATION MEETING

The applicant should provide the following information:-

- A full copy of title including covenant details (if any) measurements must be legible
- Photos of the site and surrounding area, including internal to the site, abutting properties and streetscape elevations.
- Basic Site Context plan (drawn to scale at 1:100) of existing conditions, showing:
  - Existing buildings, crossovers and driveways
  - Location of buildings on adjoining properties (including location of windows)
  - Location of significant trees (indication of trees to be removed)
  - Setback details to determine “prevailing” setback
- Concept design plan (drawn to scale at 1:100) showing
  - Building footprint, indication of room locations and windows
  - Location of car parking facilities and vehicle access arrangements
  - Location and dimensions of open space, (communal, private and secluded)
  - Location of crossovers (if it is proposed to be changed)
  - Pavement and landscape areas
- Concept design of elevation details

**NOTE:- Failure to present the information required to enable a reasonable understanding and assessment of the development proposal by the Planning Officer at the Pre-Application meeting is likely to result in time wasted and delays to the project.**

**COME PREPARED WITH ALL RELEVANT INFORMATION.**

## OUTCOMES OF A PRE-APPLICATION MEETING

The objective of a Pre-Application meeting is to provide as comprehensive and detailed assessment of the development proposal as possible and to ensure that all participants in the meeting have a clear understanding of the results of that assessment.

The Planning Officer will provide at the Pre-Application meeting details of

- Planning Scheme Zones and Overlays
- Aerial photo with contour information
- Neighbourhood Character detail and building height information (if applicable)
- Planning Permit History of the site
  
- Guidelines and other documents relevant to the type of proposal
- Relevant checklist and details of the information required to be submitted with an application.

It is critical that the applicant leaves a Pre-Application meeting with the same understanding of the outcomes as the Planner.

The Planning Officer will provide written advice detailing the outcome of the meeting. This advice will provide details of the assessment and identify areas of concern to be further investigated.

A copy of the written advice is stored in Council's records management system, including details of the information provided by the applicant. This information is accessible for when an application is lodged.

It is anticipated that the Pre-Application Meeting process will reduce time delays by ensuring that applicants are fully aware of the application requirements and any design deficiencies identified through the process have been addressed.