



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 3616 or 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 of contact.
- How many attending the meeting.

Note:- The owner/developer should 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 complete an Outcomes Report of the meeting. This report will only list the final decisions or detail of the assessment and in most cases will include a copy of the design plan.

A copy of this report can be provided to the applicant, if requested, so that there is no future debate about the outcomes of the assessment and meeting.

The completed Outcomes report with copies of the plans, maps and photos etc attached is stored and will be attached to the application when it is lodged.

An application lodged with all required information following a Pre-Application meeting will be processed to public notification and/or final report as soon as possible. No further information will be requested and the application will be determined on its merits having regard to the outcomes of that meeting and the results of any public notification process.

Failure to provide the required information in full is likely to result in time delays and further information requests.

Failure to use the Pre-Application Meeting process will increase the risk of request for further information and/or design modification that will also result in time delays.