

# APPLICATION CHECKLIST

## WRITTEN PLANNING ADVICE

Date of Publication – September 2020

### What information can the City provide?

This application covers any requests for written advice on specific planning matters including, but not limited to:

- Zoning of a property;
- Minimum and average lot size requirements for a particular lot/zone;
- Approved and permitted land uses;
- Policies that are applicable to a particular site or zone;
- Guidance on interpretation of a specific planning framework requirements and provisions; and
- The process for an application for development approval.

While the City will endeavour to provide you with as much information as possible, please be advised the City cannot:

- Confirm whether or not a departure would or would not be supported in the absence of a formal development application;
- Confirm whether a proposal would or would not be supported in the absence of a formal development application;
- Undertake a full assessment of a proposal in the absence of a formal development application.

The City is unable to provide the above advice without undertaking a full assessment of the proposal and considering the potential impacts on adjoining properties/ surrounding locality.

### APPLICANT DETAILS

|                                  |  |           |  |
|----------------------------------|--|-----------|--|
| Applicant Name:                  |  |           |  |
| Company Name<br>(if applicable): |  |           |  |
| Address:                         |  |           |  |
| Suburb:                          |  | Postcode: |  |
| Email address:                   |  |           |  |
| Phone Number:                    |  |           |  |

### PROPERTY DETAILS (THE PROPERTY YOU ARE SEEKING ADVICE ON)

|   |   |  |   |
|---|---|--|---|
| Lot Number:   |   | Street Number:   |   |
| Street Name:  |   |  |   |
| Suburb:   |   | Postcode:  |   |
| Is this application for a residential or commercial venture?                    | <input type="checkbox"/> Residential                | <input type="checkbox"/> Commercial                    |   |
| If commercial, how many full-time equivalent employees do you intend to employ? |   |  |   |
| <input type="checkbox"/> None<br>(sole trader)                                  | <input type="checkbox"/> 1 – 19<br>(small business) | <input type="checkbox"/> 20 – 199<br>(medium business) | <input type="checkbox"/> 200+<br>(large business) |

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## HOW WOULD YOU LIKE TO RECIEVE THE INFORMATION?

Please select the applicable box and enter the relevant details if different from above.

|                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Email:  |  |
| <input type="checkbox"/> | Post:   |  |
| <input type="checkbox"/> | Collection from the City of Vincent Administration Building |  |

## CREDIT CARD PAYMENTS

|                      |         |       |  |
|----------------------|---------|-------|--|
| Card Holder:         |         |       |  |
| Visa/<br>MasterCard: |         |       |  |
| Card Number:         |         |       |  |
| Expiry Date:         |         |       |  |
| Fee Payable:         | \$73.00 |       |  |
| Signature:           |         | Date: |  |

## OTHER PAYMENT METHOD

Please select the applicable payment method

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Cash   |
| <input type="checkbox"/> | Cheque   |
| Office Use Only:         | Payment Received: <input type="checkbox"/> Yes / <input type="checkbox"/> No |

**Note:** If your request is to find out whether planning approval is required for a change of use and it is determined that approval is required, the \$73 written planning advice fee will be deducted from the development application fee.

## Applicant Declaration

I \_\_\_\_\_ request the above information from the City of Vincent. I am aware that the City can only provide me with the information that it has and that it can lawfully provide to me, and it is possible the City may not be able to provide me with the information I am requesting. I am also aware that a refund will not be provided in this instance. I am aware that this information is produced in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information.

I am aware additional charges apply if I seek hard copies of planning approvals in accordance with the City's Fees & Charges Schedule.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Covering letter for request for written planning advice**

Please specify exactly what your enquiry is related to, referencing any previous approvals, applications or other history that may be applicable to your enquiry.

Please note that in the absence of a formal development application being submitted, the City cannot:

- Undertake a full assessment of a proposal in the absence of a formal development application to advise on whether an application is compliant with the relevant planning framework;
- Confirm whether a departure would be supported; or
- Confirm whether a proposal would be supported.