

# Pre-application meetings

## Urban Planning



Merri-bek  
City Council

### What is a pre-application meeting?

A pre-application meeting is held between Council Planning Officers and the applicant before lodging an application for planning permit.

During the meeting, we will:

- ✓ Explain the planning permit application process.
- ✓ Identify key issues or concerns about the proposal.
- ✓ Explain what information will be needed to lodge an application.

### Benefits

- ✓ More certainty about the process.
- ✓ Reduce delays during the application caused by requests for more information.
- ✓ Understand key issues early and improve the likelihood of gaining officer support.

### What information do I need to provide?

The information you'll need depends on the type of development that you are planning.

Minimum information required usually includes:

- floor plans showing building footprints, setbacks, property boundaries and the location of built form, windows and open space on adjoining land;
- elevations;
- a [neighbourhood and site description plan](#) (for unit developments), or
- an Urban Context Report (for apartment developments); and
- An LOD1 digital 3D massing model (or better) as per [Merri-bek Developer 3D model submission guidelines](#) on the Merri-bek website, for developments of four storeys or more.

### How to Book

#### Online

<https://eservices.merri-bek.vic.gov.au/ePathway/Production/Web/>

You'll need to become a registered user to lodge your pre-application request and upload plans online.

**Note:** There is an online upload limit of 10MB.

### The process

1. A Planning Officer will contact you within 5-10 business days to arrange a convenient time to meet and discuss your proposal.
2. Meetings are normally scheduled within two weeks of receiving a request.
3. Written advice is provided 5 business days after the meeting (or up to 10 days for more complex proposals).
4. A follow up meeting can be arranged directly with the Planning Officer if required.

#### Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	<b>National Relay Service:</b>		
عربي	Arabic	9280 1913	ཕྱི་སྐད་	Nepali	9280 0751	13 36 77 or <a href="http://relayservice.com.au">relayservice.com.au</a>		

## Pre-application meeting fees

If you have a proposal for 2 or more dwellings, there will be a [fee](#) for your meeting.

When you pay the fee, you get access to two follow-up meetings, as well as written advice and recommendations.

Pre-application meetings for new businesses or for one or two dwellings are free.

## Providing written advice

Planning officers will provide verbal advice in the meeting, which will be followed up in writing five to ten working days after the meeting.

## Does the pre-application meeting guarantee Council support?

Any advice provided at the pre-application meeting is preliminary advice only.

Council will provide advice based on the information presented at the pre-application meeting and any relevant provisions within the Merri-bek Planning Scheme.

This advice may be impacted by changes to the design, referral advice, site inspection, public notice and any other matter at Council's discretion.

## What to do if you have no plans yet

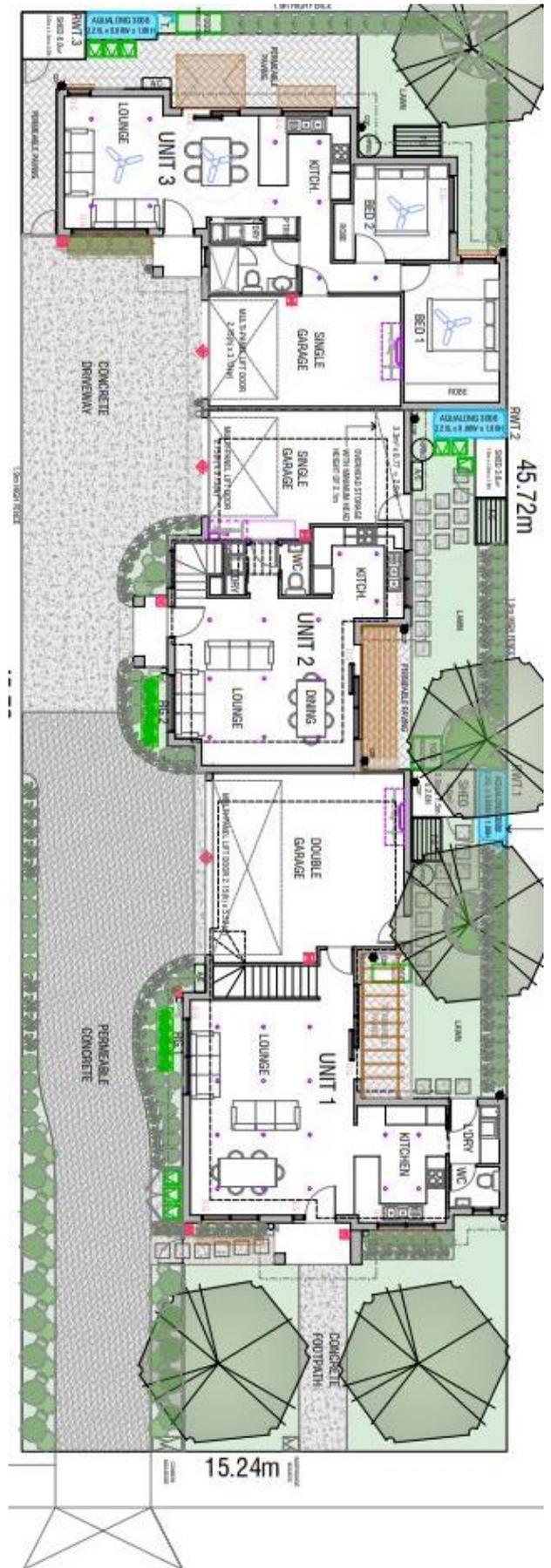
If you are unsure how you wish to develop or use your land, contact Council's City Development Branch on 9240 1111 to speak to a Planning Officer or visit the planning counter at 90 Bell Street, Coburg.

Once you have engaged an architect or draftsman to prepare preliminary plans, contact Council to arrange a pre-application meeting.

## Pre-application meetings for businesses

For businesses, it is recommended that you utilise Council's [Business Approvals Merri-bek process](#), as you may require permits from different areas of Council.

Visit: [www.merri-bek.vic.gov.au/building-and-business/business/starting-a-business/starting-a-new-business/](http://www.merri-bek.vic.gov.au/building-and-business/business/starting-a-business/starting-a-new-business/)



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