



TYPICAL PRE-APPLICATION MEETING PROCESS

Within 1 week

If a meeting is needed, a Planner will reach out to organise a date and time.

Within 2 weeks

If required, the pre-application meeting is held.
If a meeting was deemed not needed, you will receive a call and a written response.

Within 3 weeks

A written response will be provided after the pre-application meeting.



INITIATE CONTACT

A pre-application process is a **two-way conversation** between a **permit applicant (you!)** and Council's **planning officers**.

The more information you provide the **planner**, the more tailored their advice will be.

A meeting request may not be accepted if not enough information is provided.

The discussion will allow both **you** and the **planner** to have a better understanding of the next steps.

DID YOU KNOW?:

Businesses may need more than one permit or registration. You can find out more by completing the [Business Approvals Merri-bek \(BAM\)](#) online questionnaire.

PRE-APPLICATION MEETING

The meeting provides a **permit applicant** with:

- ✓ An opportunity to understand relevant planning policies and guidance
- ✓ Merits-based advice from Planning Officers to help refine your proposal prior to applying
- ✓ Clarity on the planning permit process and information required.

The meeting does not provide:

- × Commitment to timeframes
- × A decision on the application

The meeting provides **planners** with:

- ✓ An understanding of the site and related constraints
- ✓ A high-level understanding and your proposal and its relationship to policy and guidance

The meeting does not allow **planners** to:

- × Undertake a thorough analysis of the technical aspects of a proposal or determine a final position

Standard meeting process:

1. Introduction of attendees (all parties)
2. Purpose of pre-application (planner)
3. Summary and confirmation of proposal (all parties)
4. Explanation of key planning controls and considerations (planner)
5. Any questions or other concerns (all parties)
6. Discussion of next steps (planner)

WRITTEN RESPONSE

The planner provides a written response which:

- Outlines relevant planning policies
- Explains any key issues with the proposal, when considering policy guidance and site context
- Includes the information that is needed when you lodge your application

Please note: Pre-application advice is preliminary advice only and may change due to objections received or external referral authority advice. Speaking with neighbours and external referral authorities before lodging a planning application can help the process go more smoothly.

Note: Timing indicated is total time after you make your application. The timeframe for a written response may be 4 weeks for major proposals.