

Written Planning Advice – Application

Type of Request (tick one)	
<input type="checkbox"/> Home Office (Letter of Compliance)	<input type="checkbox"/> Temporary Works/Use
<input type="checkbox"/> Restrictive Covenant variations	<input type="checkbox"/> Other written planning advice

Applicant Details	
Applicant name:	
Company name (if applicable):	
Address:	
Suburb:	Postcode:
Contact number:	
Email:	

Property Details (Property relating to the information you are requesting)	
House number:	Lot number:
Street name:	
Suburb:	Postcode:

Payment Information

Payment of \$73.00 is applicable to this request. Please utilise the attached credit card authorisation form and send with your request or alternatively contact Planning Services on **9400 4100** to make arrangements for payment over the phone.

Applicant Declaration

I am aware that the advice provided via this application does not substitute the in-depth analysis typically associated with formal assessment of a development application and consideration of any public submissions. While advice is provided in good faith, it in no way binds a decision by the City.

I understand that while property owner signatures are not required at the time of lodgement, I may be requested after lodgement to provide landowner consent, depending on the specificity of information requested.

A response to my request will be provided by email unless I make alternative arrangements at the time of submitting this request with the City (with the exception to requests to vary or extinguish restrictive covenants where the original signed letter will be forwarded to the applicant via the postal address provided).

Signature:	Date:
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Covering letter

If you are requesting a Letter of Compliance for a **Home Office**, specify operations/activities of the business you intend to operate from the residence, in addition to how it meets the definition as outlined under the City's *Local Planning Scheme No. 3*.

If you are requesting a variation to a **Restrictive Covenant** please provide the relevant documentation required for the request to be processed (i.e. Certificate of Title, restrictive covenant documentation, confirmation of the land size).

Detailed information regarding the **temporary works/use** proposed so the City can determine if they are exempt from development approval under clause 61(1)(f) and/or clause 61(2)(d) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

If you are requesting **Written Planning Advice**, specify exactly what your enquiry is related to, referencing any previous approval or application numbers that may be applicable to your enquiry.

Please provide further information regarding your application: