

# PRE-APPLICATION MEETING REQUEST

## Pre-application meetings

Some land use and permit applications are more complex than others. For a fee, you can request for a pre-application meeting with a planning officer if your application is related to:

- developments where it's not clear from policy if it complies with relevant planning controls
- developments of three levels or more
- multi-unit developments
- non-residential use of a residential zone

Heritage Overlays:

- proposals where the only trigger is a HO
- full demolition of a building in a Heritage Overlay and proposed replacement building

## Submitting a request

**Council's preferred lodgement method is online via the [ePlanning Portal](#).** Alternatively, a request can be made using this form and lodged in person at the Planning Counter at 311 Glenferrie Road, Malvern, emailed to [council@stonnington.vic.gov.au](mailto:council@stonnington.vic.gov.au) or sent via post to Statutory Planning PO Box 53 Malvern 3144.

When submitting a request, provide as much detail as possible to assist with meaningful discussions about your proposal. Include information such as:

- Site plans or concept drawings
- Photos of the site
- Any other information to help us assess the proposal

## Applicable Fee

A fee applies for a Pre-application meeting request. Depending on the type of property/proposal the fee will be **\$150.00** for a single residential dwelling or **\$300.00** for anything other than a residential dwelling. Upon submission of this form our Planning Support team will contact you with a fee request.

## Meeting Date

Once your application has been submitted and payment made your request will be allocated to a Statutory Planner. Following a preliminary assessment, the Planner will coordinate a suitable meeting date with you. Heritage Overlay pre-application meetings occur on alternating Wednesday's and Thursday's.

## Pre-application meeting request

Site details:	
Property address:	
Is this request for a single residential dwelling?	Yes      No
Is this request for a Heritage Overlay Pre-Application Meeting?	Yes      No

