

There are no compulsory submission requirements for pre-lodgement advice requests but the quality and detail of advice that can be provided will be relative to the information submitted. Prospective applicants are encouraged to consider the information that they are seeking from the pre-lodgement advice request and prepare an appropriate level of documentation accordingly.

The pre-lodgement advice request process will identify the specific submission requirements (including specialist reports) that will be required to be submitted with the development application.

Information	Provided? (applicant to complete)
Completed written pre-lodgement advice request form	☐ Yes ☐ No
Current copy of properties Certificate/s of Title (less than 6 months old)	☐ Yes ☐ No
Site feature survey	☐ Yes ☐ No
Preliminary development plans drawn to scale (site plan, floor plans, elevation plans, section plans, overshadowing plans, landscaping plans, stormwater plans, signage etc)	☐ Yes ☐ No
Preliminary perspectives	☐ Yes ☐ No
Brief cover letter – including: • An overview of proposed development, relevant planning framework, discretion sought and justification • Any relevant contextual information including site history and previous development applications • Summary of any preliminary stakeholder engagement • Response to any previous pre-lodgement planning, design review and/or referral agency advice received • Key issues / areas on which specific feedback is sought	☐ Yes ☐ No
Site, character and context plan(s) and analysis; and Design statement demonstrating how the proposal addresses the ten principles of good design outlined in State Planning Policy 7.0 – Design of the Built Environment	☐ Yes ☐ No
Project team details: • Proponent, design team, specialist consultants	☐ Yes ☐ No
Preliminary technical documents and reports that have been prepared to inform this development proposal, addressing matters including (but not limited to): • Bushfire; traffic and parking; noise; heritage; environmental impact; water resource management; visual landscape impact; sustainability, energy & water efficiency; contaminated sites; waste management; stormwater; servicing such as water, wastewater, drainage, electricity, and gas.	☐ Yes ☐ No
Consideration should be given to the additional information provided on the Form 11B-1 Checklist when determining the appropriate level of documentation to prepare for pre-lodgement advice requests.	

Please refer to the Department of Planning, Lands and Heritage's Part 11B Significant Development – Application Guide for more information.

Signed: _____

Date: _____

OFFICE USE ONLY

Accepted by: _____

Date: _____