

What services do Council offer to assist me with lodging a Planning Permit Application?

Pre-Application advice is a helpful step in the planning permit application process offered by Council to assist in providing a number of benefits to both the developer and Council.

When a Planning Permit Application is lodged to Council it is more likely to be **assessed and processed more efficiently** if it contains all of the required information and has been designed to comply with the Kingston Planning Scheme and Policies.

Pre-Application advice (written or verbal), prior to lodgement of an Application for Planning Permit will help to resolve any issues upfront and identify the information to be submitted to facilitate a more efficient consideration of the application.

These benefits include:

- Increased certainty about the outcome of an application
- Reduction in time delays caused by requests for further information and/or design amendments
- Reduction in the overall application processing times
- Understanding in likely internal or external referrals required
- Improvement in the quality of information submitted to Council
- Improvement in the design quality of applications



In using the Pre-Application process you may decrease the risks of requests for further information and/or design modifications which will result in time delays for your application.

How do I organise Pre-Application advice?

Basic preliminary comments (verbal) on your proposal can be obtained from the duty planner at Council's Cheltenham office during office hours. If your proposal is more complex and you require a more comprehensive service it is advisable to email your proposal through to info@kingston.vic.gov.au requesting Pre-Application written advice.

When emailing council requesting pre-application advice, the following information should be provided to ensure that the relevant planner will be able to provide you with appropriate information.

- Location of development - street address
- Proposal - what type of development is proposed?
- Contact name and telephone number.
- A full copy of title including any restrictions such as a covenant (if any)
- Photos of the site and surrounding area, including internal to the site, abutting properties and streetscape.
- Basic Site Context plan of existing conditions, showing:

- Existing buildings, crossovers and driveways
- Location of buildings on adjoining properties (including location of windows if possible)
- Location of significant trees (indication of trees to be removed)
- Setback details to determine "prevailing" setback
- Concept design plan (preferably drawn to scale at 1:100) showing:
 - Building footprint, indication of room locations and windows
 - Location of car parking facilities and vehicle access arrangements
 - Location and dimensions of open space, (communal, private and secluded)
 - Location of crossovers (if it is proposed to be changed)
 - Concept design of elevation details including colours and materials.



It is not essential to bring all of this information however, please note that any advice offered by the planning officer will be based on the quality of information put before them. It should also be noted that a thorough assessment of the proposal will not be made at this stage and it is possible that some issues may still be raised during the assessment of the application.

Outcomes of Pre-Application Advice

The objective of Pre-Application advice (written) is to provide a comprehensive and detailed assessment of the development proposal as possible at this stage, however, please remember that it is a preliminary assessment only and it may not be possible to identify all areas of concern. Please also note that while an officer may acknowledge that a design element may be acceptable, if it will require a variation to the requirements of the planning scheme, you will be required to justify this in writing at the application stage. It is not a guarantee that it will be supported in the format submitted with the application.

The Planning Officer will provide written advice on:

- Planning Scheme information such as Zones and Overlays
- Neighbourhood Character guidelines (if applicable)
- Necessary internal and external referrals
- Fact Sheets and other documents relevant to the type of proposal
- Any other considerations e.g. restrictions on the title, removal of significant vegetation
- Relevant checklist and details of the information required to be submitted with an application.

Straight to Advertising & Referrals - STAR – Kingston's new fast track planning process



During the assessment of your proposal a planning officer may believe that your application would be suitable for our new STAR program and invite you to participate.

Our STAR program reduces processing timeframes and encourages cooperation between applicants and Planning Officers to identify and resolve issues prior to lodgment.

By successfully participating in the program, Council will commit to preparing, referring and issuing the advertising direction for your application within 10 business days from the date of lodgment.

To participate in the STAR program all you need to do is:

- Lodge your pre-application material through the email address already provided. Await writing response from a planning officer who will let you know if your application is suitable to be a STAR application. If suitable;
- **Email the planning officer with the plans** addressing any concerns identified in the planners letter and letting us know you if you want to participate.

If the key issues are resolved, we will get back to you within 5 working days to book in a lodgment meeting and let you know what information you need to submit at the meeting.

- **Attend a lodgment meeting.** You must email the planning officer with a copy of your lodgment plans and documentation 24 hours before the meeting. During the lodgment meeting your Planning Officer will review the application to ensure all necessary information has been provided. If something is missing from your application, you can reschedule the meeting or lodge under Council's normal planning application process.

Within 10 business days referrals and a advertising direction will be issued by Council.

Please note that the STAR program does not guarantee the success of your application, however it is designed to improve processing times and cooperation between Applicants and Planning Officers.



To guarantee the success of the STAR program it is important that all information is provided at lodgment. If information is missing a request for further information pursuant to section 54 of *the Planning and Environment Act 1987* may be issued.

Further information

If you would like further information or assistance, please contact our Planning team:

 **Online** kingston.vic.gov.au/planning

 **In person** **Cheltenham Office**
1230 Nepean Highway
Cheltenham VIC 3192
8.30am - 5pm, Monday to Friday

 **Telephone** 9581 4131

 **Email** info@kingston.vic.gov.au

 **Translation service:**

 **131 450**
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