

# Application for Planning Pre-Application Advice

01 July 2023 - 30 June 2024

Use this form to request preliminary advice on your planning proposal.

You can also apply online at [maroondah.vic.gov.au](https://maroondah.vic.gov.au)

Council offers free phone and in-person planning advice with a planning officer for most proposals. To discuss your plans before applying for a Planning Permit, call us on 1300 88 22 33 or visit us at Realm. Statutory Planning staff are available 9:00am to 5:00pm, Monday to Friday.

For larger or more complex applications, we encourage you to submit your preliminary or concept plans and request in writing using this form.

The Land		*Mandatory information	
Street Address*			
Suburb		Postcode	

Applicant Details		*Mandatory information	
All communication for this application will be emailed to this contact*			
Title		First Name	Surname
Organisation	(if applicable)		
Address*			
Suburb		State	Postcode
Email*		Phone	

## Proposal

What is your proposed development or use? \*

Are there specific matters you would like us to review?\*

## Information Requirements

Please submit as much information as you can including:

- Preliminary / Concept Plans (mandatory)
- Certificate of title (registered search statement)
- Arborist Report
- Any other supporting information

## Note

Pre-Application Advice provided is preliminary and does not replace a full assessment of the proposal. Other concerns may be raised following a full planning application assessment including a site visit, referral comments, objections or any other matter.

Council may respond to your request over the phone, in writing or with a pre-application meeting.

## Lodgment options

Application can be posted to *PO Box 156 Ringwood 3134*.

Applications can be made in person at our Customer Service Centres:

**Realm**, Ringwood Town Square, 179 Maroondah Highway, Ringwood (Opposite Ringwood Station)  
Hours: 9am-8pm Monday - Friday, 10am-5pm Saturday, Sunday and public holidays

**Croydon Library**, Civic Square, Croydon  
Hours: 8.30am-5pm Monday - Friday

## Privacy Collection Statement

Maroondah City Council (Council) is committed to protecting your privacy as prescribed by the Planning and Environment Act 1987 (PE Act) and the Privacy & Data Protection Act 2014.

Your application and the personal information on this form is collected by Council for the purposes of the application process as set out in the PE Act.

If you do not provide your name and address Council will not be able to consider your application.

our information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law.

You can request access to your personal information by contacting Council's Privacy Officer on 1300 88 22 33 or email– [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)