



## REQUEST FOR WRITTEN PLANNING ADVICE DEVELOPMENT AND USE OF LAND

Hindmarsh Shire Council is keen to assist development in line with the Hindmarsh Planning Scheme. Planning advice can be legally binding, so it is important that this is provided in writing and based on a clear written description of what is proposed. **Planning advice can only be provided by a delegated planning officer.** Planning permits are separate to those issued under Local Laws, Building or Environmental Health.

To make a valid assessment of planning permit requirements and associated permit fees; sufficient details is required. The planning advice may vary depending on the type of buildings and works, the use, the address, setback distances, size of property or parcel and the zones and overlays that affect the land.

The following information is required to be able to provide general advice regarding planning permit triggers, requirements and fees. A planner may contact you to request further information or detail to be able to make an assessment.

Please fill out *one request form for each development proposal* (e.g. for an enquiry regarding both an extension to a dwelling *and* operating a business from the dwelling, fill out one form for each proposal – one for the extension and the other for the operation of the business).

Please complete **all** fields and attach a copy of title or rates notice with your application. Incomplete applications will not be processed and will be returned to the applicant for further information. Applications must be accompanied by the appropriate fee of **\$168.00**.

| APPLICANT DETAILS   |                 |             |
|---|-----------------|-------------|
| <b>Name:</b>  |                 |             |
| <b>Company:</b>   |                 |             |
| <b>Postal Address:</b>  |                 |             |
| <b>Phone:</b>   | <b>Mobile:</b>  | <b>Fax:</b> |
| <b>Email:</b>   |                 |             |
| SUBJECT LAND DETAILS  |                 |             |
| <b>Street Address</b>   |                 |             |
| <b>Title Details</b>  | Lot No.         |             |
|   | C/A No.         |             |
|   | PS/LP/TP/PC No. |             |
| <b>Land Owner</b>   |                 |             |
| <b>Size of Land</b>   |                 |             |
| <b>Existing Features</b> (e.g. dwelling, sheds, vineyard, vacant) |                 |             |

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|   |  |
|---|--|
| <b>Current land use</b> (e.g. farm, home, takeaway food store, business)  |  |
| <b>What is your proposal?</b> (e.g. build a new house, open a shop. If proposing a change of use, a written description is required.)   |  |
| <b>What is the area (m2) of the proposed works/building and any existing buildings?</b>   |  |
| <b>Is any native vegetation proposed to be cleared as a part of the proposed works, or to enable access tracks, crossings or fences?</b>  |  |
| <b>Where is the building/development proposed to be located on the site in relation to property boundaries and site features?</b> (e.g. roads/other buildings). Please attach plans/sketches/photos you consider may assist us in answering your request. |  |

|                   |              |
|-------------------|--------------|
| <b>Name:</b>      | <b>Date:</b> |
| <b>Signature:</b> |              |

### PRIVACY STATEMENT

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our [Privacy Policy](#) or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

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### OFFICE USE ONLY – PLANNING RESPONSE

|                                     |  |
|-------------------------------------|--|
| <b>Property No.</b>                 |  |
| <b>Zone</b>                         |  |
| <b>Overlay/s</b>                    |  |
| <b>Definition</b>                   |  |
| <b>Permit Triggers</b>              |  |
| <b>Specific applicable policies</b> |  |
| <b>Siting Requirements</b>          |  |
| <b>Other requirements/ comments</b> |  |

### PLANNING ADVICE

Cross out those not applicable:

- A planning permit is NOT REQUIRED to be obtained for the use or development as detailed above.
- A planning permit IS REQUIRED to be obtained for the USE of the land as detailed above.
- A planning permit IS REQUIRED to be obtained for the DEVELOPMENT / BUILDINGS / WORKS as outlined above.
- The proposal as detailed above is prohibited within the Hindmarsh Planning Scheme and a permit cannot be granted.

|                               |  |
|-------------------------------|--|
| <b>Date:</b>                  |  |
| <b>Planning Officer Name:</b> |  |
| <b>Position:</b>              |  |
| <b>Signature:</b>             |  |

**PLEASE NOTE:** if a permit is required to be obtained, you will need to formally lodge an application for a planning permit with council. The information contained within this request can be used as part of the supporting documentation for your application. This assessment is based upon the information provided by the applicant and is not a planning permit, carries no legal status, and is general in nature only. Accuracy is sought, but no guarantee of any planning approval exists, nor is implied or given by this advice. The only certainty of any planning approval is carried by an issued planning permit.