



Planning Advice Request Form

West Wimmera Shire is keen to assist development in line with the West Wimmera 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 detail 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.

Please note that there is currently no charge for this service. Priority is given to processing of existing planning permit applications, so provision of advice is generally undertaken within one to two weeks of receipt. If advice is required in a shorter timeframe, we would suggest employing one of the following: A Planning Consultant, Architect, or Licensed Land Surveyor.

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* (Example: For an inquiry regarding both an extension to a dwelling *and* operating a business from the dwelling, fill out one inquiry form for each proposal – One for an extension to a dwelling, and one for use as a business).

Applicant Details

Applicant name: _____ Date: _/ _/ _____

Applicant contact number: _____

Applicant email address: _____

Applicant postal address: _____

Property Details

The property address ('subject property') you are inquiring about:

What is the Zoning of the property?

What is the existing use of the subject property?

What are the existing conditions on the site/how is it currently developed?

Proposal Details

What is the proposed use of the subject property?

What buildings and works are you proposing?

(Please detail whether these works are internal or external and what changes will be made to any existing buildings, including removal/demolition of existing buildings) Write N/A if the proposal is 'change of use' only.

What is the area (m²) of the proposed works/building and any existing buildings?

Is any native vegetation proposed to be cleared as a part of the proposed works, or to enable access tracks, crossings, or fences?

Site Plan Required

Please attach a sketch map or site plan of the proposed works including dimensions from boundaries and the area (m²) of the works.

Certificate of Title Required

Please attach a copy of the Certificate of Title and Title Plan if available.

If a copy of the Certificate of Title is not provided it may affect the accuracy of advice.

Please return completed form to:

West Wimmera Shire Council

PO Box 201 Edenhope VIC 3318

PO Box 15 Kaniva VIC 3419

OR

49 Elizabeth Street Edenhope VIC 3318

15 Barker Street Kaniva VIC 3419

Contact information:

Phone: 13 99 72

Email: planning@westwimmera.vic.gov.au

or lodge your request directly on Council's Planning Portal by visiting:

<https://westwimmera.greenlightopm.com/planning>