

Planning Pre-Application – Applicant/Agent Checklist

This request is submitted On-Line

1. Have you provided the following information

Contact Details Site Address (inc. post code)

Proposal

Completed and submitted on-line and copy saved

2. Site Plan

A site plan at a scale of 1:1250 or 1:2500

Site Boundary indicated by a red line

Material Ownership of adjoining Land shown by a blue line

3. Drawings

All dimensions are in metric at a scale of 1:50 or 1:100 for floor plans, elevations and sections

Drawings have the scale or scale bar

Drawings have critical dimensions

North is indicated on all drawings

List of Drawings submitted (Drawing paper size should be limited to A3)

List of materials submitted or links to manufacturers web sites

4. Photographs

List of Photographs/photo montages with context and purpose explained

Photographs provided on CD/DVDs

6. Other

Other information

8. Pre-application Inquiry Charges

Agreed with Council

Paid on-line

Paid by cheque