

PRE-APPLICATION ADVICE

Form 3

ALL APPLICATION TYPES

Pre-Application Written Advice (provided under Section 138 Planning and Development Act 2007)

The Planning and Land Authority will, after considering the attached development proposal, provide the following information:

- (a) which assessment track is likely to apply to the proposal, or if the proposal is likely to be exempt or prohibited;
- (b) whether the proposal will be required to be referred to an entity/s;
- (c) whether public notification will be required;
- (d) whether the development proposed is consistent with existing lease conditions applying to the land where the development is proposed to take place; and
- (e) generally, what further information may be required.

However, the Planning and Land Authority need not consider the development proposal if satisfied that the information provided in relation to this proposal would not allow the authority to provide adequate advice in relation to the matters mentioned above.

Any advice provided expires six (6) months after the day it is given.

Lease/Site Details Please Print

If more than one lease/site, attach the following details for each lease/site

Block	<input style="width: 100px; height: 25px;" type="text"/>	
Section	<input style="width: 100px; height: 25px;" type="text"/>	Unit (if applicable) <input style="width: 100px; height: 25px;" type="text"/>
Suburb	<input style="width: 500px; height: 25px;" type="text"/>	
District	<input style="width: 500px; height: 25px;" type="text"/>	
Street Number	<input style="width: 100px; height: 25px;" type="text"/>	
Street Name	<input style="width: 500px; height: 25px;" type="text"/>	
Postcode	<input style="width: 100px; height: 25px;" type="text"/>	

Applicant Details Please PrintSurname First Name Company Name Position held in company Australian Company Number (ACN) Postal Address Suburb State Postcode Phone Number Business Hours Mobile EMAIL ADDRESS **Lessee (Property Owners) Details****1st Lessee's Details (or Government Land Manager)**Surname First Name Company Name Position held in company Australian Company Number (ACN) Postal Address Suburb State Postcode Phone Number Business Hours Mobile EMAIL ADDRESS

*All lessees **must** sign authorising the lodgement of application. In doing so the lessee gives authority to the applicant to negotiate any dealings in relation to this application. If there are more than two lessees please ensure that the details and authorisation are attached to the application.*

2nd Lessee's Details (or Government Land Manager)

Surname

First Name

Company Name

Position held in company

Australian Company Number (ACN)

Postal Address

Suburb

State

Postcode

Phone Number Business Hours

Mobile

EMAIL ADDRESS

Provision of Written Advice

Unless otherwise specified your pre-application advice will be returned via email

EMAIL

POST TO ME

HOLD FOR COLLECTION

Fully Describe Your Proposal

EXAMPLE: Proposed new five storey commercial building, associated public works and signage

OTHER INFORMATION REQUIREMENTS

Demolition

Is demolition work part of the proposal?

NO

YES

Heritage

Is the proposal for a development on land or buildings subject to interim or full heritage registration under the *Heritage Act 2004*?

NO

YES

Trees

Is the proposal for a development where groundwork is required within the Tree Protection Zone of a Protected Tree or is likely to cause damage to or removal of, any Protected Trees under the *Tree Protection Act 2005*?

NO

YES

Development undertaken without approval

Is this proposal for development works undertaken without approval?

NO

YES

Lease

Is this proposal consistent with the current provisions of the Crown lease?

NO

YES

Documentation Requirements All DA forms are available at www.actpla.act.gov.au

As per the checklist in the Development Application form relevant to the type of development subject to this pre-application advice.

EXAMPLE: When seeking advice on a proposal for a new single residential dwelling use the Documentation Requirement Checklist in Development Application Form 1A - Single Dwelling Housing.

All DA forms are available on the Planning and Land Authority website www.actpla.act.gov.au

Conflict of Interest Declaration

Does the applicant or lessee have any association with EPD staff?

NO

YES

If YES please provide details:

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Applicant and Lessee Declaration

I/we the undersigned, hereby apply for pre-application advice for the development described on the land specified on this form.

I/we declare that this application is accompanied by all of the required information or documents for pre-application advice to be provided.

I/we the undersigned (lessee) appoint the applicant whose signature appears below to act on my/our behalf in relation to this request for pre-application advice. This authorises the applicant to pay all application fees and receive any communications relating to this application.

I/we hereby authorise ACT Government officers to access the subject property(s) for the purpose of evaluating the proposal.

I/we understand that the advice provided by the Authority expires six (6) months after the day it is given.

I/we understand that the Planning and Land Authority may act inconsistently with any advice provided in relation to this development proposal if:

- (a) the environmental circumstances surrounding the development proposal change; or
- (b) the development proposal for which development approval is sought is different from the proposal in relation to which the advice was given; or
- (c) when the proponent asked for advice, the request did not include relevant information; or
- (d) the territory plan changes after the advice is given and before the authority acts; or
- (e) the advice given was inconsistent with the territory plan because of an error.

I/we understand that this advice in no way constitutes an approval or approval in principal;

I/we declare that all the information given on this form and its attachments is true and complete;

If signing on behalf of a company, organisation or Government agency: -

I/we the undersigned, declare I/we have the appropriate delegation or authority to sign on behalf of the company, organisation or Government agency.

Applicant Signature (s)		Date	
1st Lessee's Signature		Date	
2nd Lessee's Signature		Date	
Govt Land Managers Signature (unleased land only)		Date	
Delegate of the Planning and Land Authority (unleased land only)		Date	

Privacy Notice

The personal information on this form is provided to the Environment and Planning Directorate (EPD) to enable the processing of your application. The collection of personal information is authorised by the *Planning and Development Act 2007*. If all or some of the personal information is not collected EPD cannot process your application. The Planning and Development Act 2007 requires the details of applications, decisions and orders to be kept on a register and made available for public inspection. Information and documentation relevant to a development application may be made available via the Internet. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office, the Registrar General's Office, ACTEW Corporation, ActewAGL, Territory and Municipal Services Directorate and other Government agencies with a direct interest in the development assessment process. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. EPD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found at www.environment@act.gov.au

Does the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC) affect your proposal?

The EPBC came into operation on 16 July 2000. It establishes an environmental assessment and approval system that is separate and distinct from the ACT system. It does not affect the validity of ACT development assessment and approval processes, but may affect the assessment track. The ACT cannot provide preliminary advice on whether a proposal falls within the definition of a controlled action, or requires referral to the Commonwealth. You should consult with the Commonwealth to determine if your proposal is a controlled action before seeking any approvals under the *Planning and Development Act 2007*. For information about the EPBC, including the referral process and when a referral should be made, contact the Commonwealth Department of the Environment www.environment.gov.au

Contact Details:

Environment and Planning Directorate
 Customer Service Centres
 GPO Box 158, Canberra City 2601
 8 Darling Street Mitchell, ACT 2911
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 Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)
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 Email: epdcustomerservices@act.gov.au Website: www.environment@act.gov.au