

The planning team can discuss application requirements with you before you lodge an application.

A pre-lodgement meeting is a meeting between prospective applicants and council officers to discuss a proposal prior to the formal lodging of the application with the council.

A pre-lodgement meeting is intended to:

- Confirm applicable development requirements (for example planning scheme and relevant policy);
- Identify the information to be provided;
- Identify and discuss design issues or potential problems;
- Identify the assessment process to be used including whether or not an application is to be advertised or referred to another government or service authority for comment;
- Explore how the application can be facilitated through such things as adjustments to design, talking to neighbours and discussions with the other authorities such as VicRoads; and
- Provide clarity and realistic expectations about processes and timeframes.

**Pre-lodgement meetings cannot critically assess a proposal or speculate on whether or not a permit will be issued.**

Pre-lodgement meetings can be relatively informal “across the counter” discussions, or more involved with a range of personnel from which minutes would be documented and subsequent written confirmation circulated.

For pre-lodgement meetings to be successful you must have sketch or concept plans or other information to use as the basis for the discussion.

A planner is available in the office from 9am to 1pm, Monday to Friday, for appointments. After 1pm, they may be contacted by phone on (02) 6022 9300. You can make an appointment by phoning the community focus team on (02) 6022 9300 or you can book online at [wodonga.vic.gov.au/book-planner](http://wodonga.vic.gov.au/book-planner).

Pre-lodgement meetings may involve discussion about various aspects of the development process. A number of tests have to be passed before a planning permit can be issued, including:

- Is the proposed development or use allowed in the zone the property is within?
  - o If no, a permit cannot be issued.
- If the proposed development or use is allowed, is it “as-of-right” (no permit is required) or is a permit required?
- Other approvals may be required, including building permits or works within a road reserve permits.

