



FORMAL WRITTEN ADVICE REQUEST

Locked Bag 22, (184 – 194 Bourke Street)
GOULBURN NSW 2580
Phone: 4823 4444 E: council@goulburn.nsw.gov.au

This form is to be used to request formal written advice on any building or planning related matter with Council's Planning & Development Business Unit. This service encompasses items that require technical research and advisory, satisfaction of conditions of consent, and the provision of land constraints information such as flood planning information.

PART 1. SERVICE REQUESTED

- Formal written advice on any building or planning related matter where the matter is complicated or requires research/investigation. No meeting involved, fee for this service \$150 p/h min 1hr charge.
- Technical advice regarding conditions of consent. No meeting nor fee involved with this service.
- Provision of full flood data. Fee for this service is \$500
Note: This data can only be provided to a suitably qualified Engineer.
- Provision of flood constraints report. Fee for this service is \$150 [This service coming soon]

PART 2. APPLICANTS DETAILS

Company Name (if applicable):

Title: Given Name/s: Family Name:

Phone: Email Address:

Postal Address:

PART 3. LAND DETAILS

Street Number: Street Name: Suburb:

Lot(s): Section: Deposited Plan:

Current use of the land (e.g. vacant land, residential):

PART 4. MINIMUM REQUIREMENTS

Formal written advice requests are to be accompanied by a covering letter or statement from the applicant outlining the type of information being sought from Council. This should include any specific planning issues that require consideration and where applicable, the request is to be accompanied by any necessary supporting documentation.

PART 5. TERMS & CONDITIONS

In lodging this request for formal written advice, the applicant accepts that:

- ✓ Council's advice will be provided to the applicant via email within 15 business days. The formal written advice will be tailored to the specific request made by the applicant in their cover letter or statement.
- ✓ Formal written advice does not constitute development approval. A development application is assessed on its own merits upon formal lodgement of a development application with Goulburn Mulwaree Council.
- ✓ Whilst every effort will be made by Goulburn Mulwaree Council officers to provide extensive feedback, Council's formal written advice may not identify all areas of concern or requirements which are raised during any subsequent assessment process. This will be influenced by the extent of information submitted for consideration.
- ✓ Formal written advice will be released post payment of an accepted quote.
- ✓ Formal written advice may be requested by submission of this form and all supporting documentation via email to planningenquiries@goulburn.nsw.gov.au.

Signature:

Date:

Council collects personal information only for a lawful purpose that is directly related to Council's planning functions and activities. For further information please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at www.goulburn.nsw.gov.au.