



ACT
Government

Environment, Planning and
Sustainable Development

Planning Act 2023

Pre-application advice

Pre-Application Written Advice (provided under section 165 of the Planning Act 2023)

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

- (a) whether the proposed development is likely to be exempt, assessable or prohibited development;
- (b) Whether the Authority considers the proposal is for a significant development and, if so, the additional processes (if any) that apply in relation to the proposal;
- (c) whether the proposal will be required to be referred to an entity/s;
- (d) whether public notification will be required;
- (e) whether the development proposed is consistent with existing lease applying to the land where the development is proposed to take place; and
- (f) generally, any further information that may be required.

The Territory Planning Authority's advice on a development proposal is intended to guide and assist the proponent in understanding the likely development assessment process applying to the proposal.

However, the Territory Planning Authority is not bound by that advice when considering a development application made for the development proposal.

Lease or Site Details

If more than two leases/sites please attach the following details for each additional lease/site on a separate sheet

Block/s: _____

District: _____

Section: _____

Street Address: _____

Suburb: _____

Block/s: _____

District: _____

Section: _____

Street Address: _____

Suburb: _____

Where no block and section details are available, describe the location (i.e. road reserve name, or outdoor dining area location)

Applicant Details (Please Print)

Applicant name: _____ Company Name (if applicable): _____

Position held in company: _____ Australian Company Number (ACN): _____

Postal Address: _____ Suburb: _____

State: _____ Postcode: _____

Email: _____ Phone Number: _____

Lessee Details (Please Print Names) - if more than two lessees, please provide these details as an attachment

1st Lessee

Lessee name: _____ Company Name (if applicable): _____

Position held in company: _____ Australian Company Number (ACN): _____

Postal Address: _____ Suburb: _____
State: _____ Postcode: _____
Email: _____ Phone Number: _____

2nd Lessee

Lessee name: _____ Company Name (if applicable): _____
Position held in company: _____ Australian Company Number (ACN): _____
Postal Address: _____ Suburb: _____
State: _____ Postcode: _____
Email: _____ Phone Number: _____

Pre-application advice will be provided via email

*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.*

Fully Describe Your Proposal

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

Other Information Requirements

Is demolition work included as part of the proposal?

- Yes
- No

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

- Yes
- No

Is the proposal for development where ground work 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 *Urban Forest Act 2023*?

- Yes
- No

Is the proposal for a development works undertaken without approval?

- Yes
- No

Does the proposal trigger an EIS under section 105 of the *Planning Act 2023*?

- Yes
 No

Will the proposed changes affect your lease?

- Yes

If yes, please provide a description of any proposed lease variation:

- No

Documentation Requirements

Sufficient information must be provided to allow proper consideration and advice to be given on a development proposal, whether that be through a pre-application meeting or written advice.

The absence of key information may delay commencement of the Authority's consideration or may limit advice that can be provided.

All of the following is generally required to support the Authority's consideration of pre-DA matters:

- Signed lessee's [authorisation](#) to conduct the meeting – where the proponent is not the lessee
- The following plans and drawings drawn to an appropriate scale:
 - Site Plans
 - Floor Plans
 - Elevation Plans

Note: Concept plans may be sufficient, depending on the nature of the development being proposed.

- Details of statutory requirements or elements of the Territory Plan that advice is being sought on
- Details of any departures from the Territory Plan
- Location details, such as block and section and/or address
- Details of any discussions held with referral entities or Government agencies, such as the ACT Heritage Council, Transport Canberra and City Services or the Conservator of Flora and Fauna
- Any other relevant supporting information.

The minimum development application documentation guideline can be found at [Planning \(Minimum Development Application Documentation\) Guideline 2023 | Notifiable instruments \(act.gov.au\)](#).

Conflict of Interest Declaration

Does the applicant or lessee have any association with a delegate of the territory planning authority or an entity likely to be consulted during the assessment process?

- Yes
- Please identify who: _____
 - Details of the conflict: _____
- No

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 all the information given on this form and its attachments is true and complete;

I/we declare that this application is accompanied by all supporting documentation for the proposal.

I/we declare that I am the lessee for the block or the appointed applicant whose signature appears in the letter of authorisation to act on behalf of the lessee. I, as the lessee or appointed applicant, am authorised to pay all application fees, bond and securities, liaise with the territory planning authority when required, alter and amend or provide further information as necessary and receive any communications relating to this development 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 Territory Planning and Authority is not bound by advice when considering a development application made for the proposal.

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

- I/we declare that I/we have the appropriate delegation or authority to sign on behalf of the company, organisation or Government agency;
- I declare that I am the person shown in this form as the Applicant, and by submitting this application form, I understand that this replaces my requirement to sign a hard copy of this application.

Applicant Signature: _____

Date: _____

First Lessee Signature: _____

Date: _____

Second Lessee Signature: _____

Date: _____

Additional Lessee Signature: _____

Date: _____

Land Custodian Signature: _____
(if applicable)

Date: _____

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

The EPBC Act 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. 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 Act 2023*.

Privacy Notice

The personal information on this form is provided to the Environment, Planning and Sustainable Development Directorate (EPSDD) to enable the processing of your application. The collection of personal information is authorised by the *Planning Act 2023*. If all or some of the personal information is not collected EPSDD cannot process your application. The *Planning Act 2023* 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, Transport Canberra and City 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. EPSDD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPSDD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPSDD Information Privacy Policy can be found at www.environment.act.gov.au

Contact Details:

Environment, Planning and Sustainable Development Directorate
Customer Service Centres
GPO Box 158, Canberra City 2601
8 Darling Street Mitchell ACT 2911

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)
Phone: (02) 6207 1923
Email: ACEpdcustomerservices@act.gov.au
Website: www.planning.act.gov.au