



# PRE-APPLICATION ADVICE

## Form 3

### ALL APPLICATION TYPES

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

The ACT 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 ACT 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

Section  Unit (if applicable)

Suburb

District

Street Number

Street Name

Postcode

**Applicant Details** Please Print

Surname	<input type="text"/>	First Name	<input type="text"/>
Company Name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>		

**Lessee (Property Owners) Details****1<sup>st</sup> Lessee's Details (or Government Land Manager)**

Surname	<input type="text"/>	First Name	<input type="text"/>
Company Name	<input type="text"/>		
Position held in company	<input type="text"/>	Australian Company Number (ACN)	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>		

*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.*



## 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

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 Authority website [www.actpla.act.gov.au](http://www.actpla.act.gov.au)

## Conflict of Interest Declaration

Does the applicant or lessee have any association with ACT Planning and Land Authority 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 ACT 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)	<input type="text"/>	Date	<input type="text"/>
1 <sup>st</sup> Lessee's Signature	<input type="text"/>	Date	<input type="text"/>
2 <sup>nd</sup> Lessee's Signature	<input type="text"/>	Date	<input type="text"/>
Govt Land Managers Signature (unleased land only)	<input type="text"/>	Date	<input type="text"/>
Delegate of ACTPLA (unleased land only)	<input type="text"/>	Date	<input type="text"/>

### Privacy Notice

The personal information on this form is being collected to enable processing of your application. Collection of personal information is authorised by Chapters 7, 8 and 9 of the *Planning and Development Act 2007*. The information that you provide maybe disclosed to the ACT Revenue Office and the Registrar-General's Office. The information may be accessed by other government agencies, ActewAGL, ACTEW Corporation and other commercial organisations interested in development and building information. 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.

**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. The ACT cannot provide preliminary advice on whether a proposal falls within the definition of a controlled action, or requires referral to the Commonwealth. For information about the EPBC, including the referral process and when a referral should be made, contact: Environment Australia's Community Information Unit, GPO Box 787, CANBERRA ACT 2601 Telephone: 1800 803 772

**Contact Details:**

ACT Planning and Land Authority  
Customer Service Centre  
GPO Box 1908, Canberra City 2601  
16 Challis Street, Dickson ACT 2602  
Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)  
Phone: (02) 6207 1923  
Fax: (02) 6207 1925  
TTY: (02) 6207 2622  
Email: [actpla.customer.services@act.gov.au](mailto:actpla.customer.services@act.gov.au)  
Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)