

## REQUEST FOR FORMAL WRITTEN RESPONSE

This form is to be used to request a formal written response on any building or planning related matter with Council's Planning & Development Business Unit. This service encompasses items that require technical research, satisfaction of conditions of consent, and the provision of other planning related information. Refer to the current adopted fees and charges for fee associated with this application.

### PART 1 – SERVICE REQUESTED

Select a service below:

- Formal written response on any building or planning related matter where the matter is complicated or requires research/investigation. No meeting involved.
- Technical response regarding conditions of consent. No meeting/fee involved.

### PART 2 – APPLICANT DETAILS

Company Name (if applicable):					
Title:		Given Name/s:		Family Name:	
Postal Address:					
Phone:		Email:			

### PART 3 – LAND DETAILS

Lot/s:		Sec:		DP:	
Street Address:					
Suburb:				Postcode:	

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

### PART 4 – MINIMUM REQUIREMENTS

A request for a formal written response must 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 AND CONDITIONS

In lodging this request, the applicant accepts that:

- ✓ Council's response will be provided to the applicant via email within 15 business days. The response will be tailored to the specific request made by the applicant in their cover letter or statement.
- ✓ The response does not imply or constitute development approval. Upon formal lodgement of a development application and supporting documents, the proposal will be assessed under the relevant legislative provisions and policies.
- ✓ Whilst every effort will be made by Goulburn Mulwaree Council Officers to provide extensive feedback, Council's response 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.
- ✓ The request may be made by submission of this form and all supporting documentation via email to [planningenquiries@goulburn.nsw.gov.au](mailto:planningenquiries@goulburn.nsw.gov.au).

Signature:

Date: