

PLANNING PERMIT PREPARATION AND LODGEMENT



STEP 1 Feedback:

We review your plans and provide feedback prior to you lodging your application.



STEP 2 Pre-Application Meeting:

We attend a pre-application meeting with the local council's planning department to assess what issues may arise. We share this feedback with you and adjust plans as required.



STEP 3 Assessment Report:

A full town planning assessment report to support the proposal is completed and lodged with the architectural plans.



STEP 4 Application Assignment:

Your application will be assigned to a town planner within Council.



STEP 5 Additional Information:

We will provide any additional information that Council may request approximately 28 days after lodgement.



STEP 6 Notifications:

Neighbouring properties are advised via letter approximately six weeks after lodgement. A sign is also erected on the site for 14 days.



STEP 7 Consultation Meetings:

Should there be any objections, we can appear on your behalf at a consultation meeting organised by Council.



STEP 8 Council Decision:

You will receive a permit, notice of decision to grant a permit, or a refusal to grant a permit by Council approximately twelve weeks after Step 5.

The planning approval process can be complex. CS Town Planning will support you through each of the stages of application approval.

From the outset you will have a key contact person to support you and your design team. We provide feedback prior to lodgement, complete a full assessment report, attend meetings on your behalf, respond with additional information to Council, and support further steps once Council has delivered their decision.