

# On-site meeting with heritage advisor

Purpose: To request an on-site meeting with Council's heritage advisor to discuss your planning proposal in the context of heritage.



Note: a fee of \$170.45 (incl. GST) applies.

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## YOUR DETAILS

Applicant/Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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## PROPERTY DETAILS

Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

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## DETAILS OF PROPOSAL

Planning permit application number (if you have one) \_\_\_\_\_

Description of proposed development

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## DOCUMENTATION REQUIRED

Please provide the following documents to allow us to process your request.

- Sketch or concept plans of the proposal (mandatory)
- Certificate of title including any plans, covenant details or Sec 173 Agreement (mandatory)
- Site or survey plan of the subject property
- Other relevant documents (e.g arborist report, site photographs)

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## PAYMENT (fee: \$170.45 including GST)

Please indicate how you would like to pay.

**Important!** Please do not send credit card details via email as the email will be blocked.

- Credit Card** – We will contact you to take payment via credit card over the phone.
- In Person** – You can pay by credit card, EFTPOS, Cash, cheque or money order at our Customer Service Centre (see details below).
- Cheque** – Cheques or money orders should be made payable to Mount Alexander Shire Council.

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## SUBMITTING YOUR FORM

Please email your form to [info@mountalexander.vic.gov.au](mailto:info@mountalexander.vic.gov.au)

When submitted to Council your request will be allocated to the heritage advisor, who will contact you to schedule a meeting on-site.