A ‘complete’ permit application

Most councils are big on the idea that a planning permit application MUST be complete before they’re prepared to start assessing it.

A ‘compete’ application is a ‘package’ of documents including:

* A completed application ‘checklist’
* The correct application pro-forma correctly completed.
* The appropriate fees paid.
* Certificate of title for the site.
* Consent of the landowner if the applicant isn’t the owner.
* Relevant plans and sub-consultant reports.
* Description of the application and responses to all relevant assessment benchmarks – which is usually in the form of a planning report.

If Council deems the application as incomplete for whatever reason – it usually ‘stops’ the assessment clock – which started the day the application was lodged and sends out a Further Information Request to the applicant – stating what information needs to be provided. Council will also usually, use this as an opportunity to comment on the application and indicate whether its likely to be approved.

Most planning consultants will charge clients additional fees to get this information together and into Council even though it was there job to make sure the application was complete in the first place…..and Council’s ‘assessment clock’ doesn’t re-start until the information is provided.

This means the applicant/developer is also delayed in getting their application decided and has to pay additional fees to their planner.

At aup town planning we don’t charge for responding to any such requests. We believe if we missed it, you shouldn’t have to pay for it – and we will get the response back as soon as possible – and if it’s just a town planning matter – within 48 hours.