# You’ve been asked for further information

## Development in Bayside series – Video #4

**[Host speaks]**

This video explains why a Further Information Request has been sent to you. We'll go through what you need to do now and your options for responding to any preliminary advice provided by your planning officer.

**[Planning Officer speaks]**

I've been going through your application and there's not enough information for the council to properly assess it. I'll now be sending you a letter. This will clearly explain what action you need to take.

[Text appears on screen ‘Permit application always require a: properly completed and signed application form, recent certificate of title, copy of any covenants or agreements registered on the title, full set of professionally drawn, scaled plans. Some permit applications also require: an arborists report, landscape plans’]

It's important this required information is submitted by the due date, otherwise the application may lapse. This means we have to start all over again with a new application and fee, and no one wants that.

The letter may also include my preliminary advice highlighting any issues or concerns the council might have about the application. For example, the council arborist may be concerned about potential damage to significant trees, or the traffic department may be concerned about a driveway entrance being too close to a roundabout. Based on this advice, you can take the opportunity to make amendments to your proposal. You don't have to, but this does mean your application is unlikely to be supported by council or that conditions may be imposed later.

This will be the last opportunity to make changes before the official assessment begins. After this point, making changes is harder, requiring a formal process and additional fees may apply.

**[Host speaks]**

So, in summary, you must provide the further information that council has requested by the specified date. And while it's up to you to decide how to respond to the planning officers preliminary advice, we strongly encourage you to take it on board and to make changes that will give your application the best chance.

Once council has received your additional information, it will be re-assessed by your planning officer and they will be in touch about the next step. [Bayside City Council logo appears on screen]