

## ***Building & Planning Guidelines:***

### ***Front Reception: Enquiries & Lodgements***

#### **Building & Planning Enquiries:**

- General Enquiries can be made at Customer Services at any time.
- Council cannot guarantee that planning or building staff will always be available at the time of the enquiry.
- We encourage you to make an appointment, especially when enquiries are of a technical nature.

#### **Lodgement of Building & Planning Permit Applications:**

- Lodgement of applications will not be received after 4pm.
- Appointments should be made for lodgements if technical advice may be required.
- Pre-lodgement consultations are strongly encouraged.

#### **For Appointments:**

- Please phone 6430 5761 giving at least **24 hours notice**.
- Please provide details, including name, contact number, estimated duration for appointment and issue to be addressed.