

What is a pre-lodgement meeting?

Before you lodge a development application (DA) your proposal can be discussed at a meeting with staff from one of Council's Development Assessment Teams. This is called a pre lodgement meeting.

The meeting will involve a Development Manager, Development Assessment and a Development Project Officer as well as other appropriate staff who can give specific technical information relevant to your proposal.

Pre-lodgement meetings are held for all but routine development being dual occupancy dwelling houses and ancillary development (alterations and additions, garages, swimming pools etc).

The purpose of the meeting is to provide an overall response to your proposal and to identify issues that will help you with finalising your application.

What do I do first?

Your first step is to familiarise yourself with relevant Council codes, policies and planning instruments, carry out a site analysis, consider development options and prepare preliminary plans.

How do I organise a meeting?

All DA pre-lodgement meetings are by **appointment only** on Monday or Wednesday.

Pre-lodgements meetings may be booked only once all required information is received by Council. The required information includes:

- two copies of a site plan and elevations with dimensions;
- two copies of the site analysis;
- two copies of supporting information;
- a list of issues to be addressed at the pre-lodgement meeting
- appropriate pre-lodgement application fee.

Following submission of the required information, Council will contact you to organise a pre-lodgement meeting. One week's notice of the meeting will be required, to give staff the opportunity to look at the site, investigate issues and provide the best possible assistance and advice.

Pre-lodgement notes

A record of every meeting is kept and a copy of the notes will be sent following the meeting.

The pre-lodgement advice does not constitute an approval

The pre-lodgement meeting is held in good faith to help applicants in the preparation of a development application.

Please note that:

- relevant legislation and Council's policy requirements can vary from the time of the meeting to lodgement of the application;
- public exhibition of the application can raise unexpected relevant new issues requiring lodgement of new or amended information.

However we will make every endeavour to ensure consistency of advice. Whenever possible, the Development Project Officer attending the meeting will be the same Development Project Officer who processes your application.

For further information please contact Council's Customer Service Centre on 02 4227 7111.

Disclaimers

This information was believed to be correct at the date of its publication.

This information is for general information purposes only and should not be relied upon for legal advice.