

PRE-DEVELOPMENT APPLICATION MEETING REQUEST 2017 - 2018

**THIS FORM MUST BE COMPLETED AND LODGED WITH RELEVANT PLANS AND
INFORMATION AT LEAST 5 WORKING DAYS PRIOR TO THE MEETING DATE**

Purpose of a pre-development application meeting

1. To provide an opportunity for applicants and Council Officers to informally discuss key issues relevant to the assessment of a proposal prior to lodging a development application. The points raised during the meeting are intended to assist applicants in determining issues that should be addressed in a development application.
2. To ensure the applicant is aware of the relevant legislation and policy affecting their development.
3. To encourage a higher quality application, at the lodgement stage of a development application.
4. To reduce the length of the assessment period by improving the quality of applications lodged.

The applicant accepts that:

- A pre-lodgement meeting enables informal discussion and advice only. It should not be taken to be a detailed assessment of Council's requirements for any subsequent development or rezoning application or an indication of the likely outcome of any subsequent application.
- The meeting only deals with Council's written policies and relevant legislation, and will not indicate the outcome for any variation that the applicant may seek to the stated development or design standards.
- The meeting will not be used to deal with any other development/proposal or precedent, and is to concentrate on the particular proposal which is the subject of the meeting.
- Advice will be given on issues detailed by the applicant on the attached form. Other issues may arise during the subsequent assessment process that has not been identified during pre-lodgement meetings.
- Council and its officers do not accept any liability for the actions by others taken as a result of any preliminary information offered, or the points raised, or any issues not raised or discussed.
- Council does not represent or pre-empt the outcome of advice and/or approvals from other government agencies.

Council will make a full assessment of the proposal under the relevant legislation and policies at the time of lodgement and this may vary from the pre-application advice given.

Fees for pre-lodgement meetings

An initial pre-lodgement meeting is free of charge (maximum of one hour). Any subsequent meetings relating to this site/development will be charged at the rate identified in Council's Fees and Charges Schedule. (Any payment must be made at the time of the meeting.)

Supporting document from applicant

1. The applicant is to complete and submit a copy of the attached form for each and every pre-DA meeting.
2. The submission of a draft/conceptual site plan and a written outline of the proposal (2 copies) is required to enable meaningful discussion and feedback.
3. Photographs of the subject site and surrounds are also encouraged.

Note: Pre-lodgement requests may be refused where information is insufficient or unsuitable.

Submission details

Mail to: Planning and Environment Division
Armidale Dumaresq Council, PO Box 75A, Armidale, NSW, 2350
Email to: council@armidale.nsw.gov.au
Lodge in person: Council Administration Building, 135 Rusden Street, Armidale

PRE-DEVELOPMENT APPLICATION MEETING REQUEST

1. Record of Pre-Lodgement meeting

Date meeting held: _____

Note: This pre-lodgement meeting is based on a preliminary review of the issues relating to the proposed development and the details provided by the applicant/consultant. It should not be taken to be a detailed assessment of Council's requirements for any subsequent development application or an indication in any way of the likely outcome of any subsequent application. The points raised during the meeting are intended to assist applicants in determining issues that should be addressed in a development application. Council and its Officers do not accept any liability whatsoever for the actions by others taken as a result of any preliminary information offered, or the points raised, or any issues not raised or discussed.

Any comments or actions by Council Officers during the meeting should not be regarded as a decision under the Environmental Planning and Assessment Act 1979.

2. Applicant's Information

Name		Company/Organisation (if applicable)	
<input type="text"/>		<input type="text"/>	
Email Address	Telephone	Mobile	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address/Postal Address			
<input type="text"/>			
Town	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Preferred meeting day – TUESDAY/ WEDNESDAY /THURSDAY ONLY:			
(1) <input type="text"/>	(2) <input type="text"/>	(3) <input type="text"/>	
Preferred meeting time			
<input type="checkbox"/> 10-11am	<input type="checkbox"/> 11am-12pm	<input type="checkbox"/> 2pm – 3pm	<input type="checkbox"/> 3pm – 4pm
Who will be attending the meeting? Please advise on number of people:			
<input type="checkbox"/> Applicant	<input type="checkbox"/> Consultant	<input type="checkbox"/> Architect	<input type="checkbox"/> Other

3. Departments required (Planning, engineering, health and building)

<input type="text"/>
<input type="text"/>

4. Attendees (Applicant/Consultant/Architect and Council Officers (to be filled in at meeting))

Name	Company
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5. Site details			
Site address			
Property Description (DP and lot numbers)			
Site area (m ² /ha)			
Zone (Rural, Residential, Environmental etc)			
Applicable Development Control Plan Chapters			
Other			
6. Proposal/application details			
General description of proposal			
Permissible use (as defined in LEP)			
Draft/conceptual plans attached	<input type="checkbox"/> Yes		
Proposed application type(s)	<input type="checkbox"/> Residential <input type="checkbox"/> Change of Use <input type="checkbox"/> Subdivision <input type="checkbox"/> Integrated Development <input type="checkbox"/> Industrial /Commercial <input type="checkbox"/> Other (specify) <hr/> <hr/>		
Referrals – Integrated development/Agencies	<input type="checkbox"/> RTA <input type="checkbox"/> Rural Fire Service <input type="checkbox"/> OEH <input type="checkbox"/> Department of Planning <input type="checkbox"/> Office of Water <input type="checkbox"/> Other (specify) <hr/>		
7. Issues to be discussed			
<input type="checkbox"/> Bushfire	<input type="checkbox"/> Flooding		
<input type="checkbox"/> Heritage	<input type="checkbox"/> Flora and fauna/koala		
<input type="checkbox"/> Site contamination	<input type="checkbox"/> Other land constraints		
<input type="checkbox"/> Earthworks/engineering works	<input type="checkbox"/> Landscaping		
<input type="checkbox"/> Privacy and overshadowing	<input type="checkbox"/> Access		
<input type="checkbox"/> Visual compatibility/streetscape/scenic character	<input type="checkbox"/> Easements		
<input type="checkbox"/> Services: Water /Sewer/ Stormwater/ Power/ Telecommunications/NBN	<input type="checkbox"/> Proposed road widening		

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Name of Planning Officer:

Signature of Planning Officer:

Name of Applicant/Consultant:

Signature of Applicant/Consultant:

COUNCIL USE ONLY

Meeting time (hours)		Fees payable for this meeting	
Amount Paid		Receipt Number	