

PRE-DEVELOPMENT APPLICATION MEETING REQUEST

**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.

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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

5. Site details	
Site address	
Property Description (DP and lot numbers)	
Site area (m ² /ha)	
LEP zone	
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"/> RMS <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 Prone (RFS have their own pre-lodgement process as well)	<input type="checkbox"/> Visual compatibility/streetscape/scenic character
<input type="checkbox"/> Flooding	<input type="checkbox"/> Flora and fauna/koala
<input type="checkbox"/> Heritage	<input type="checkbox"/> Other land constraints
<input type="checkbox"/> Site contamination	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Earthworks/engineering works Pr	<input type="checkbox"/> Access
<input type="checkbox"/> Privacy and overshadowing	<input type="checkbox"/> Proposed road widening
<input type="checkbox"/> Easements	<input type="checkbox"/> Services: Water /Sewer/ Stormwater/ Power/ Telecommunications/NBN

Other (specify)

8. Supporting technical reports

<input type="checkbox"/> Site Analysis Plan	<input type="checkbox"/> Flood Study/Hydrology Assessment
<input type="checkbox"/> Bushfire Management Plan	<input type="checkbox"/> Contamination Assessment
<input type="checkbox"/> Flora and Fauna Assessment	<input type="checkbox"/> SEPP 44 – Koala Assessment
<input type="checkbox"/> Heritage Assessment/Management Plan	<input type="checkbox"/> Slope/Spring Activity Assessment
<input type="checkbox"/> Landscaping Plan	<input type="checkbox"/> Street Tree Planting Plan
<input type="checkbox"/> Noise Report	<input type="checkbox"/> Erosion/Sediment Control
<input type="checkbox"/> Contamination Assessment	<input type="checkbox"/> Landscaping Plan
<input type="checkbox"/> Effluent Disposal Report	<input type="checkbox"/> Traffic Impact Assessment
<input type="checkbox"/> Geotechnical Report	<input type="checkbox"/> Site Based Stormwater Management Plan
<input type="checkbox"/> Economic Assessment	<input type="checkbox"/> Social Assessment
<input type="checkbox"/> CPTED Assessment	<input type="checkbox"/> Odour/Air Quality Assessment

Other (specify)

Notes on discussion (including fees and/or contributions)

Start time:

Finish time:

Discuss fees for meetings with applicant: (refer to current Fees and Charges document)

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