

Prelodgement Advice Request for Meeting

Planning, Environment & Development Group

This form is for proponents who wish to discuss with Council officers a development proposal likely to be lodged as a development application under the *Environmental, Planning and Assessment Act, 1979, s4.12*

Guidance

What is the purpose of a Prelodgement Meeting?

Meetings are intended to provide expert advice on development proposals prior to the submission of a development application (DA). In this way, issues which may arise during the assessment of a DA can be identified (and in some cases resolved) before the application is lodged, thus avoiding delays. Advice given at the meeting generally relates to Council requirements and procedures, government regulations, etc. and written notes of the discussion will be provided for submission with your development application. Staff do not offer a design consultancy service or undertake research to identify planning controls. This level of research should be undertaken prior to requesting a meeting. A section 10.7 certificate also may be warranted. Further information and how to apply can be found [here](#).

1. Proponent's Contact Details *(Where all correspondence will be sent)*

Mr Mrs Ms Dr Other:

Given Name (or Company Name):

Family Name (or ABN / ACN):

Postal Address:

Unit / Street No:

Street Name:

Suburb /Town / Village / Locality:

State:

Postcode:

Daytime telephone / mobile:

Email:

2. Site details

Lot Description (attach additional sheet if insufficient space)	Lot/Unit	Section	DP/SP	Lot /Unit	Section	DP/SP
Street No:			Street Name:			
Town / Village / Locality:			Postcode:			
Portion No:	Parish Name:		Area of land in m ² or hectares:			

You can find the lot, section and DP numbers on a map of the land, on the title documents for the land or on the rates notice

3. Describe your Proposal

Place a tick in relevant box(es) for all that apply to the Proposal	<input type="checkbox"/> Erecting, altering or adding to a building structure			
	<input type="checkbox"/> Subdividing land	<input type="checkbox"/> Subdividing a building into strata units	<input type="checkbox"/> Demolition	<input type="checkbox"/> Vegetation removal
	<input type="checkbox"/> Other building work		<input type="checkbox"/> Changing use of the land or building (without building, subdividing or demolishing)	

Detailed description of proposed development and documents to be tabled at the meeting:
 Council typically requires concept plans, including but not limited to a site plan and a sketch of the development as described [here](#). A meeting will not be scheduled unless there is adequate supporting material. Please list the issues you wish to discuss or specific questions you would like to ask at Item 4 below. This way, Council can ensure that the correct staff attend and that there is an agenda to follow.

Existing structures on and uses of the land:

Project value (excluding land)	A genuine and accurate proposed cost of development prepared with reference to s25J of the Environmental Planning & Assessment Regulation 2000 .	\$
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4. Issues to be discussed

Please list specific questions with respect to the issues you wish to discuss. **Examples:** We would like to discuss our stormwater concept design and seek clarification on technical issues. Our proposed access to the development is indirect. Is this likely to be an issue with regard to bushfire planning? List only those issues that can be reasonably discussed within the one hour time frame available for discussion.

1.
2.
3.
4.

5. Owner(s) details, consent and number of representatives attending

<input type="checkbox"/> Owner is also the proponent	Total number of persons attending
The registered owners of the land to be developed must sign this meeting request but are not obliged to attend the meeting. If the land is owned by:	
1.	a company – signed by directors of the Company in accordance with Section 127 of the Corporations Act 2001 (Act), ie 2 directors, 1 director and a company secretary; or for a proprietary company that has a sole director who is also the sole company secretary, that

	director. A common seal may be affixed if the seal is witnessed in accordance with s127(2) of the Act; or
2.	The Crown – signed by an authorised officer of the NSW Department of Industry - Lands; or
3.	Council – signed by the Senior Manager, Business and Property, or his delegate, should sign the request and also attend the meeting; or
4.	If the land is common property subject to a strata scheme under the Strata Schemes Development Act 2015 – signed by the owners corporation for that scheme; or
5.	If the land is a community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act 1989 – signed by the association for the parcel.

As the owner(s) of the relevant property, I/we consent to this development proposal being put forward for discussion at a prelodgement meeting:

Owner(s) name		Owner(s) name	
Signature		Signature	
Date		Date	

6. Meeting preparation

Before submitting a request for a pre-lodgement meeting you must:

1. Prepare conceptual plans. Sufficient information must be shown on plans to adequately describe the proposal. Show the existing vegetation and vegetation proposed to be removed on the plans. Prelodgement discussions are not intended to discuss general matters or multiple proposals or to identify applicable planning controls. If necessary you should obtain a section 10.7 certificate. Further information and how to apply can be found [here](#).
2. Examine Council's Planning Instruments, DCP, Policies and Codes to determine whether your proposal will comply with Council requirements. You may access these on Council's website www.shoalhaven.nsw.gov.au.
3. Undertake a site analysis that identifies constraints and opportunities for the site. Identify any former uses of the site and any environmental constraints (e.g. flora and fauna issues) as part of the site analysis. To check if your development will trigger the Biodiversity Offset Scheme you can check the [NSW Governments online tool](#).
4. Consider development options for the site and the suitability of the site for the preferred option.
5. Have prior discussion with an assessing officer. Sometimes a discussion can be helpful to resolve issues.
6. Identify any development standard from which it is proposed to depart and for which a variation request may be lodged.
7. Documents to be tabled at a Pre-lodgement Meeting, including this form and concept plans, must be lodged electronically by email to: prelodgement@shoalhaven.nsw.gov.au. Please include the words "Request for Pre-lodgement Meeting" in the subject line. Each document should be saved separately in PDF format. Total email size cannot exceed 20MB.
8. Note that the meeting is NOT an assessment. It is intended to discuss the proposal and key issues. Staff will not be able to indicate what the result of a development application may be.
9. Note that on receipt of this form and accompanying documents, if a meeting has merit, Council will issue a payment advice.
10. On receipt of payment, Council will advise you of the date and venue of your meeting.

Proponents Signature:	
	Date

Disclaimer

Every effort will be made by Council’s professional staff to identify issues relevant to your development proposal. However, if lodged, other matters may arise during assessment of the DA.
 Many development proposals, particularly those of a significant nature or sale, are referred to State agencies for comment, notified widely in the community or referred to the elected Council for a decision. These processes may lead to identification of previously unforeseen issues.
 Advice is therefore provided in good faith following a quick appraisal of a proposal which may have reached only a conceptual stage.

Important Information

1. Access to information

The Government Information (Public Access) (GIPA) Act 2009 provides that persons are entitled to open access information about applications. Information submitted with this form may be considered to be open access information and therefore may be made available to the public, unless there is an overriding public interest against disclosure of this information. However, this does not extend to:

- a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
- b) commercial information, if the information would likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

2. Privacy Notification (*Privacy and Personal Information Protection Act 1998 – Section 10*)

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (‘the Act’). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the information in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to discuss your proposal at a Prelodgement Meeting. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 44293111.

Form use

Form number:	FM18/30	Upon completion, email this form to: prelodgement@shoalhaven.nsw.gov.au
Owned by:	Development Section, PE&D	
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