

Prelodgement Advice Meeting Request

Planning, Environment & Development Group

Environmental, Planning and Assessment Act, 1979, s4.12

Guidance

Use this form to request a meeting with Council officers to discuss a development proposal likely to be lodged as a development application.

Guidance for completing this application can be found within the [Planning, Environment & Development Group HUB](#) located on Council's website.

The application must be submitted in accordance with the Electronic Lodgement Guidelines.

1 Applicant details

Company Name *(if applicable)*:

ABN / ACN:

Position:

Mr Mrs Ms Other:

First Name:

Last Name:

Email:

Note: At least one contact phone number must be supplied.

Mobile:

Home:

Business:

Postal Address (all hard copy correspondence will be sent to this address)

Shop / Unit / Street No:

Street Name:

Suburb / Town / Village / Locality:

State:

Postcode:

2 Development site – location and title details

Lot:

DP:

Section (where relevant):

Portion No:

Parish:

Office use only

Related Policies:

Issue Date: 12/12/2018

Review Date: 1/03/2019

Owned by (section): Development



6 Issues to be discussed

Please list the issues you wish to discuss or specific questions you would like to ask. This way, Council can ensure that the correct staff attend and that there is an agenda to follow.

Please itemise the issues you would like to discuss in order of priority. List only those that can be reasonably discussed within the one-hour time frame available for discussion, noting that a lengthy list of issues may require more than one meeting.

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3.

4.

5.

7 Existing structures on and uses of the land

8 Project value (excluding land)

A genuine and accurate proposed cost of development prepared with reference to [s25J of the Environmental Planning & Assessment Regulation 2000](#). \$

9 Attendees

Indicate the number of persons who wish to attend the meeting. Include the applicant, owners, consultants, etc. Do not include Council officers or other government representatives.

10 Meeting preparation

Before submitting a request for a prelodgement meeting you must:

- a) Examine Council's Planning Instruments, DCP, Policies and Codes to determine whether your proposal will comply with Council requirements. Prelodgement meetings are not intended to discuss general matters, multiple proposals or to identify applicable planning controls. You may access these on [Council's website](#). If necessary, you should obtain a [Section 10.7 certificate](#).
- b) 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 find out if your development will trigger the Biodiversity Offset Scheme you should check the [Biodiversity Values Map and Threshold Tool](#)

- c) 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.
- d) Consider development options for the site and the suitability of the site for the preferred option.
- e) Identify any development standard from which it is proposed to depart and for which a variation request may be lodged.
- f) Have prior discussion with an assessing officer. Sometimes a discussion can be helpful to resolve issues. Contact the Duty Planner on (02) 4429 3531.
- g) Note that a prelodgement meeting is NOT an assessment, it is a discussion about the proposal and key issues. Staff will not be able to indicate the outcome of a development application.
- h) Documents to be tabled at a Prelodgement Meeting, including this form and concept plans, must be lodged electronically by email.
- i) On receipt of this form and accompanying documents, if a meeting has merit, Council will issue a payment advice.
- j) On receipt of payment, Council will advise you of the date and venue of your meeting.

11 Registered owners' details and consent

The registered owners of the land to be developed must sign this meeting request but are not obliged to attend the meeting.

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

Owner First Name:	Last Name:
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Owner Signature:

Date:

Company Name *(if applicable)*:

ABN / ACN *(if applicable)*:

Position (if owner is a company):	
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If there is more than one owner, add additional owner(s) details.

Owner First Name:	Last Name:
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Owner Signature:

Date:

Owner First Name:	Last Name:
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Owner Signature:

Date:

Owner First Name:	Last Name:
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Owner Signature:

Date:

12 Disclosure of political donations and gifts

Under Section 10.4 of the Environmental Planning and Assessment Act 1979, any reportable political donation to a Councillor and/or any gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Have you, or are you aware of any person having a financial interest in the application, made a 'reportable political donation' or 'gift' to a Councillor or Council employee within a two (2) year period before the date of this application?

Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Applicant: No Yes

Owner(s): No Yes

If you have answered Yes to this question you must complete a [Political Donation and Gifts Disclosure Statement](#) and lodge it with this application.

If you have answered No to this question by signing this application, you undertake to disclose to Council in writing within seven (7) days any 'reportable political donation' or 'gift' made after lodgement of the application and prior to its determination.

12 Conflict of interest

To ensure transparency in Council's decision-making process and to avoid potential conflicts of interest, you must make a declaration as to whether you, the landowner and/or anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor.

Applicant: No Yes

Owner(s): No Yes

If you have answered Yes to this question you must provide details including names and relationship:

14 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.

15 Applicant's declaration

I request a meeting with Council officers to discuss the development proposal described in this application;

I declare that all the information relating to this application and identified on any associated plans or documents is, to the best of my knowledge, true and correct;

I understand that if there is insufficient information or documentation provided with this application, the application may be delayed, rejected or may result in a request for additional information;

I understand that I am responsible for obtaining all necessary clearances from the copyright owner of any documents prior to submission of this application;

I acknowledge that these documents may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies. The land owner has been advised accordingly.

Applicant signature:

Date:

Important information

Public Access to information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information. Council is obliged to make information available on its website excluding the following:

- 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
- commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of Section 10 of the *Privacy and Personal Information Protection Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed on Council's website. The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, 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 relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning (02) 4229 3111.

Lodgement details

Lodge the completed application by

Email: prelodgement@shoalhaven.nsw.gov.au

Include the words "Request for Prelodgement Meeting" in the subject line.

Once your application is received, a Council Officer will contact you if further information is required.