

Prelodgement Advice Request

City Development

Environmental, Planning and Assessment Act, 1979

Guidance

- Use this form to request prelodgement advice from Council officers to discuss a development proposal likely to be lodged as a development application.
- To facilitate prompt processing, all relevant information must be provided. Incomplete applications may be delayed or returned.
- All requests must include concept plans, including but not limited to a site plan and preliminary design layout plans (floor plan, elevations, height), an outline of your proposal (giving details of all lots) and an agenda with details of all specific matters that you wish to be covered during the meeting.
- Note that prelodgement advice 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 subsequently lodged development application.
- Meetings are generally up to one hour in duration; however, longer meetings may be arranged subject to the adopted meeting rates and availability of staff.
- Meetings are held remotely (via MS Teams). A meeting can be requested to be held at Council's Nowra or Ulladulla administration buildings subject to the availability of Council staff.
- Meetings will be arranged to be held around 2 – 3 weeks from the date an invoice has been paid, subject to availability.
- Written advice and/or minutes of the will be issued approximately 4 - 6 weeks from the relevant date.

1 Prelodgement Advice Services

Place a tick in the relevant box for the service requested.

☐ **Development Value: - (ECD) < \$1mil**

Per application. Note additional charges may apply where additional referrals/complex/extensive prelodgement assessment and specialised advice is required,

☐ **Development value (ECD) \$1-5 mil**

Per application. Note additional charges may apply where additional referrals/complex/extensive prelodgement assessment and specialised advice is required

☐ **Development Value: - (ECD) \$5+ mil**Charge per application. Note additional charges may apply where additional referrals/complex/extensive prelodgement assessment and specialised advice is required.
See

See fees and charges for fee amount and standard hourly rate where additional charges apply
[Fees and charges | Shoalhaven City Council](#)

2 Applicant details

Company Name (if applicable):

ABN / ACN:

Office use only

Related Policies:

Issue Date: 14/07/2025

Owned by (section): Development Services

Review Date: 27/07/2026



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:	
3 Development site – location and title details											
Lot:			DP:			Section (where relevant):					
Portion No:					Parish:						
Shop / Unit / Street No:					Street name:						
Suburb / Town / Village / Locality:								Postcode:			
Area of Land (in m ² or hectares):											
4 Describe your proposal											
Place a tick in relevant box(es) for all that apply to the Proposal.											
☐ Demolition											
☐ New development building and use (e.g., tourist facility, multi dwelling housing developments)											
☐ Changing use of the land or building (without building, subdividing, or demolishing)											
☐ Erecting a new building on an existing site (no change of use)											
☐ Altering or adding to an existing building or structure											
☐ Subdividing land											
☐ Subdividing a building into strata units											
☐ Vegetation removal											
☐ Other building work											
☐ Event – e.g., markets/concert/festival											
5 Detailed description of proposed development											

6	Requested Council Experts for Meeting (Major Development Only)

Note: \$50 per professional officer over 3 officers (Maximum charge \$500)

(e.g. Development Engineer, Environmental Assessment Officer, Shoalhaven Water)

1.		2.	
3.		4.	
5.		6.	

7	Issues to be discussed
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- Please list the issues you wish to discuss or specific questions you would like to ask.
- Please itemise the issues you would like reviewed in order of priority.
- List only those that can be reasonably addressed by staff.
- A full assessment of your proposal will not be undertaken, and staff cannot advise if your proposal will or won't be supported.
- The intent of this request is for staff to provide guidance on specific aspects of a future DA and lodgement requirements.

8 Existing structures on and uses of the land

Please detail any existing approved or unapproved development on the site and relevant Council reference numbers (e.g. SF, DA, DS numbers, or letter references if relating to compliance matter)

9	Project value (excluding land)	
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A genuine and accurate proposed cost of development prepared with reference to [s208 of the Environmental Planning & Assessment Regulation 2021](#)

\$

10	Meeting preparation
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Before submitting a request for prelodgement advice you must:

- a) Examine State and Council's Planning Instruments, DCP, Policies and Codes to determine whether your proposal will comply with Council requirements. Prelodgement advice is not intended to discuss general matters, multiple proposals or to identify applicable planning controls.
- 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/bushfire/flooding etc.) as part of the site analysis.
- 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) Documents to be submitted, including this form and concept plans, must be lodged electronically by email.
- g) On receipt of this form and all required accompanying documents relevant to the request being considered, Council will issue a payment advice.
- h) On receipt of payment, Council will advise you of the next steps in obtaining this advice.

11 Registered owners' details and consent

The registered owners of the land to be developed must sign this request but are not obliged to attend any meetings should there be one.

As the owner(s) of the relevant property, we consent to this development proposal being put forward for discussion and review by Council for the purpose of prelodgement advice.

Owner First Name:		Last Name:	
Owner Signature:		Date:	
Company Name (if applicable):			
ABN / ACN (if applicable):			
Position (if owner is a company):			

If there is more than one owner, add additional owner(s) details.

Owner First Name:		Last Name:	
Owner Signature:		Date:	
Date:			
Owner First Name:		Last Name:	
Owner Signature:		Date:	
Date:			
Owner First Name:		Last Name:	
Owner Signature:		Date:	

12 Disclosure of political donations and gifts

Under 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.

13 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 the identification of previously unforeseen issues.

Advice is therefore provided in good faith following a desktop preliminary appraisal of a proposal which may have reached only a conceptual stage.

15 Applicant's declaration

I request Council officers review this prelodgement request for the purpose of providing prelodgement advice in respect to the questions/issues outlined in this form.

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

I understand that if there is insufficient information or documentation provided with this prelodgement request, the prelodgement advice/meeting 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 landowner 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.

Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of the *Privacy 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 1300 293 111.

Lodgement details

Lodge the completed application by

Email: prelodgement@shoalhaven.nsw.gov.au

Include the words "Request for Prelodgement Advice", the primary address and Lot and DP and in development type in the subject line.

e.g., Request for Prelodgement Advice – 1 Smith Street, Ulladulla – Lot 1 DP 123456 – Proposed Commercial Development

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

Please note, the application will not be allocated and reviewed until an invoice has been paid.