Contact Details:
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clarence VALLEY COUNCIL

Application for Pre-DA Lodgement Meeting

Part 1: Applicant Details
Applicant:
Email address:
Phone number:
Postal Address:

Part 2: Site Details		
Property Address:		
Lot No:	Sec No:	Deposited Plan No:

Part 3: Details of Proposal - residential, retail, commercial, industrial, business proposals
Detailed description of the proposal:
Does the proposal include new building(s)? If so, what is the size of the building?
Is the proposal a subdivision/boundary adjustment? How many lots are being created?
Does the development involve clearing protected under the Native Vegetation Act 2003?
Does the proposal include a new road and/or any other civil works (connection to services etc.)?

Part 4: Specific information sought

OFFICE USE ONLY

Date of DMU:		DMU No:	
Time of DMU:		Receipt No:	

PRE-LODGEMENT SERVICE CHARTER

<u>Purpose</u>

Council provides pre-lodgement Development Management Unit meetings to identify and discuss issues prior to lodgement of Development Application's, ensuring the development application is complete.

<u>What the service does provide</u>

Council staff attending the Development Management Unit includes the Manager Development Services or a Senior Town Planner, Senior Building Surveyor and a Development Engineer. Staff from appropriate sections of Council, such as Heritage, Economic Development, Community Development and/or Environmental Services, will attend if necessary.

The service provides advice on any issues that are identified as relevant to the proposal as well as advice on the information to be provided with an application.

Written minutes summarising the advice will be provided.

<u>What the Service does not provide</u>
The service does not provide a detailed assessment of the proposal.

The service does not make decisions and does not provide commitment to the likely success of a subsequent application.

Notes are "commercial in confidence" and are not available to third parties unless authorised by the applicant.

<u>What do you need to do?</u>

1. Speak to a Duty Planner to determine whether the development is permissible
2. Develop concepts and draft plans for the proposal
3. Book a meeting with the Development Management Unit by contacting the Planning Support team.

Prior to the meeting, applicants are to provide concept details containing the following:

- Your name and contact details
- Property address including Lot number and Deposited Plan
- Written description of the proposal (conceptual)

The following information is desirable to assist the panel.

> *Site plan, floor plan, typical elevation containing dimensions, north point, existing buildings, preliminary site levels, access and parking (1 set of plans is required)*
> *The plans are to be A4 or A3 only.*

Once Council have received the completed application form and plans the applicant will be notified of the scheduled Pre-Lodgement meeting date and time. Payment may be made in advance by cheque or at the front counter prior to the meeting.

Privacy Advice

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Council will only use this information in accordance with the PPIPA.

The supply of this information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your application/request. Council requires this personal information from you in order to process your application.

You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information

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