

## REQUEST FOR PRE-LODGE MENT ADVICE

### Objectives of pre-lodgement advice

The purpose of pre-lodgement advice is to provide an opportunity for applicants to seek information and for Council officers to discuss key issues relevant to the assessment of a proposal, prior to lodging a Development Application (DA).

Pre-lodgement advice will assist you in preparing a comprehensive DA and by doing so, will increase the efficiency and effectiveness of the DA process administered by Council.

For minor development, you can discuss your proposal with the Development Help Desk by email [development@esc.nsw.gov.au](mailto:development@esc.nsw.gov.au), phone on 02 4474 1231 or in person at Council's customer service centre, Moruya, between 8.30am and 4.30pm.

Formal pre-lodgement meetings are recommended for larger commercial or residential developments, developments seeking substantial changes to development standards, or development in environmentally sensitive locations.

### How to request pre-lodgement advice

1. Complete the 'Request form for pre-lodgement advice' (overleaf).
2. Provide one copy of the 'conceptual' design plans (ie, site plan, elevations, lot layout etc.) and any supporting documentation you may have available (ie, bushfire, geo tech, flora & fauna report, site photographs etc.). The extent of advice provided at the meeting is largely dependent on the information available at the time.
3. Provide details of any non-compliances/variations from Council's planning controls and development standards and any specific questions you may have.
4. The Development Help Desk will contact you to schedule a meeting time, generally within five working days from receipt of your meeting request.

### Prior to the pre-lodgement advice, Council will:

5. Review the proposal with regard to Council's planning controls and other statutory requirements. In some cases, Council may be able to provide a quicker response to specific enquiries in writing, without the need for a meeting.
6. Consult with other specialised staff and/or consultants, and where necessary, arrange for their attendance at scheduled meetings.

### Pre-lodgement advice procedure

7. Council will provide you with a written summary of the advice and issues discussed at the meeting.

**AT NO TIME SHOULD COMMENTS OF THE OFFICERS BE TAKEN AS A GUARANTEE OF APPROVAL FOR YOUR PROPOSAL**

## REQUEST FORM FOR PRE-LODGEMENT ADVICE

L A N D	PIN(s) ..... File number(s).....
	No..... Street/road.....
	Locality.....
	Lot no..... Deposited/Strata Plan.....

A P P L I C A N T	<i>Please note: Council will correspond with the applicant to coordinate and respond to the advice request.</i>
	Applicant's name/s.....
	Full postal address.....
	..... Postcode.....
	Phone..... Mobile.....
	Email address.....
	Name (print)..... Signature..... Date.....
	Name (print)..... Signature..... Date.....
If the above applicant is not the registered owner of the property, has consultation with the owners occurred? <input type="checkbox"/> YES <input type="checkbox"/> NO	

A T T E N D E E (S)	Name.....
	Relationship to proposal.....
	Name.....
	Relationship to proposal.....
	Name.....
	Relationship to proposal.....

D E V E L O P M E N T	The following development types and issues are examples of proposals that may require a meeting:
	<input type="checkbox"/> Dual occupancy <input type="checkbox"/> Multi-unit development <input type="checkbox"/> Industrial development <input type="checkbox"/> Subdivision
	<input type="checkbox"/> Integrated housing <input type="checkbox"/> Tourist accommodation <input type="checkbox"/> Commercial development <input type="checkbox"/> Seniors housing
	<input type="checkbox"/> Child care centre <input type="checkbox"/> Flora & fauna / EEC <input type="checkbox"/> Located at Bingie/Congo <input type="checkbox"/> Sea level rise
	<input type="checkbox"/> Development \$4million or greater    Other:
	Does the proposal fully comply with the acceptable solutions of Council's Development Control Plans?
	<input type="checkbox"/> YES <input type="checkbox"/> NO    If no, please specify:
	Please list any specific issues/questions you would like to discuss with Council staff: