

DEVELOPMENT PRE-LODGE MENT MEETINGS

Objectives of a Pre-Lodgement Meeting

A pre-lodgement meeting is a meeting between a prospective applicant and Council Development Services Staff to discuss a development proposal prior to the formal lodgement of a development application. A pre-lodgement meeting provides a prospective applicant with the opportunity to discuss and receive feedback from Council on the technical aspects of a development proposal following a preliminary assessment of submitted plans and documents detailing the proposal.

There is no mandatory requirement to have a pre-lodgement meeting prior to making a development application. Pre-lodgement meetings are however encouraged by Council as the most appropriate means of dealing with enquiries of a complex or site specific nature, or where formal feedback is being sought from Council on a specific development concept or proposal plan.

The purpose of pre-lodgement meetings is best described in terms of what such meetings are and are not intended to achieve.

Pre-lodgement meetings are free of charge as Council is seeking to encourage applicants to avail themselves of this service improving communication and expediting the development assessment process.

Pre-lodgement meetings are intended to:

- ✓ Confirm applicable Council development requirements (planning scheme, policy requirements)
- ✓ Identify Council information requirements (additional technical studies or information that should be lodged with the subsequent development application)
- ✓ Identify the need for the subsequent development application to be referred to other agencies
- ✓ Identify design issues that will need to be addressed based on a preliminary assessment of submitted information
- ✓ Explore possible solutions to those design issues
- ✓ Provide clarity about the assessment process and typical timeframes
- ✓ Assist in expediting the assessment process
- ✓ Provide an indication of the appropriateness of the proposal
- ✓ Provide accurate, reliable advice

Pre-lodgement meetings *are not* intended to:

- X Provide a detailed assessment of the development proposal
- X Determine the likely outcome of the ensuing assessment process
- X Provide a detailed compliance audit of the development proposal against applicable planning scheme codes or other Council policy instruments

How to Request a Pre-Lodgement Meeting

1. Complete the 'Pre-Lodgement Meeting Request Form' (attached) – or this form can be obtained via Council's website – www.blandshire.nsw.gov.au
2. Provide 1 copy of 'conceptual' design plans (ie. site plan, elevations, lot layout etc), and any supporting documentation you may have available (ie. bushfire, geotech, 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. A Development Services Officer will contact you to schedule a meeting time, generally scheduled 5 working days from receipt of your meeting request.

Prior to the Pre-Lodgement Meeting, Council will:

1. 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.
2. Consult with other specialised staff and/or consultants, and where necessary arrange for their attendance at scheduled meetings.

Pre-Lodgement Meeting Procedure

1. Up to 5 people may attend the meeting including advisors and consultants. Council will allow up to 1 hour per meeting.
2. Meetings will be held at Council's Offices at 6 Shire Street, West Wyalong from Monday to Friday.
3. Within 5 working days following the meeting, Council will provide you with a written summary of the advice and issues discussed at the meeting.

Disclaimer

Pre-lodgement meetings are a process to provide an exchange of information in respect to proposed development prior to submitting a development application. The advice provided at these meetings should not be taken as a commitment as to whether an application would be approved with conditions or refused by Council. The pre-lodgement meeting process cannot override Council's duty of care and legislative responsibilities in the assessment of development applications including considering matters raised by possible submitters and referral agencies or which come to light during the detailed assessment process.

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

DEVELOPMENT PRE-LODGEMENT MEETING REQUEST FORM

L A N D	No.....Street/Road..... Locality..... Lot No.....Deposited/Strata Plan.....
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O W N E R (S)	Owners Name/s..... Full Postal Address.....Postcode..... Phone.....Mobile.....Fax..... Email Address..... Name (Print).....Signature.....Date.../.../... Name (Print).....Signature.....Date.../.../...
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A P P L I C A N T	<i>Please note: Council will correspond with the Applicant to coordinate and respond to the meeting request.</i> Applicant's Name/s..... Full Postal Address.....Postcode..... Phone.....Mobile.....Fax..... Email Address..... Name (Print).....Signature.....Date.../.../... Name (Print).....Signature.....Date.../.../...
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D E V E L O P M E N T	The following development types & issues are examples of proposals that may require a meeting: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Dual Occupancy</td> <td><input type="checkbox"/> Multi-unit Development</td> <td><input type="checkbox"/> Industrial Development</td> </tr> <tr> <td><input type="checkbox"/> Integrated Housing</td> <td><input type="checkbox"/> Tourist Accommodation</td> <td><input type="checkbox"/> Commercial Development</td> </tr> <tr> <td><input type="checkbox"/> Child Care Centre</td> <td><input type="checkbox"/> Subdivision</td> <td><input type="checkbox"/> Seniors Housing</td> </tr> </table> <input type="checkbox"/> Other- please detail <input style="width: 150px; height: 15px;" type="text"/> Does the proposal fully comply with Council's Development Control Plan? <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:	<input type="checkbox"/> Dual Occupancy	<input type="checkbox"/> Multi-unit Development	<input type="checkbox"/> Industrial Development	<input type="checkbox"/> Integrated Housing	<input type="checkbox"/> Tourist Accommodation	<input type="checkbox"/> Commercial Development	<input type="checkbox"/> Child Care Centre	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Seniors Housing
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Please return this form with your plans & reports by email or post to the address overleaf & Council's Development Services Officer or Town Planner will contact you to schedule a meeting.