

DEVELOPMENT APPLICATION PRE- LODGEMENT WRITTEN ADVICE



LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



Council: City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



Mail: City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

Please note: Your application will **NOT** be processed until **FULL** payment has been received.
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

Office Use

Fee Paid: \$ Receipt No: Date:

Application Number:

Fees and Charges

Please refer to Fees and Charges listed on page 3

Applicant details

Surname: First Name:
Address:
Suburb: Postcode:
Phone (h): Phone (w):
Phone (m):
Email:

Property details

Address: Unit No: House No:
Street:
Suburb: Postcode:
Lot No: DP No: SP No: Sec:
Zoning: Site Area (m²):

Project Description (Provide a brief description and attach separate statement detailing the proposal)

Estimated cost: \$

Disclaimer

The advice given by this service is intended as a guide only and in no way does the Council accept any responsibility for loss or harm resulting in reliance upon the advice. The advice given cannot bind Council to determine the outcome of any development application. The advice is given independent of the formal development application process and in no way is designed to influence or guarantee the outcome of the formal development application process. The advice is only for use by the person or party lodging the proposed application with Council and not for use by any third parties. The advice provided does not take into account information such as, but not limited to, resident objections nor any draft environmental planning instruments, plans, policies or codes. The Council cannot guarantee that the advice provided will guarantee a specific result if the applicant subsequently decides to lodge a formal development application.

The advice provided relates only to the proposed application as submitted. Council accepts that the information given to it in support of the proposed development is accurate and if it is not the advice given cannot be relied on at all. The results, conclusions and recommendations made should be reviewed separately by an experienced and competent person with experience in development applications and planning before being relied on or used.

Any damages that arise in contract are limited to the amount of the fee charged to the applicant for the provision of the advice. This does not constitute an admission by the Council of any duty or contractual obligation owed by the Council towards the applicant.

Exclusion of warranties:

- All statutory or implied conditions and warranties are excluded to the extent permitted by law.
- To the extent permitted by law, liability under any condition or warranty which cannot legally be excluded is limited to:
 - supplying the services again; or
 - paying the cost of having the services supplied again.

The advice given should not be reproduced without prior approval of Council, or amended in any way without prior approval by the Council, and cannot be relied upon by any other parties, who should endeavour to make their own enquiries.

I have read and understood the provisions set out above.

Applicant Signature:

Date:

Submission checklist

Concept report (4 copies)

Your concept report should contain:

- Introduction including overall concept, existing use, any relevant historical information, etc.
- Description of the site and its surrounding area Detailed description of proposed works

Plans to scale of 1:100 (4 sets)

Your concept plans must include:

- Site Plan Survey Plan
- Calculation/ Compliance sheet Car Parking layout
- Garbage/ Waste disposal areas Floor plans, elevations and sections
- Streetscape (showing adjoining properties, can be photographs) Stormwater and Drainage concept plans

Your concept plans must address:

- Access/ Disability. Note: On 1 May 2011, the Disability (Access to Premises - Buildings) Standards 2010 became effective. If Access is provided to the extent covered by this Standard, then such access cannot be viewed as unlawful under the Disability Discrimination Act 1992.
- Fire Safety/ BCA requirements

Privacy and Personal Information Protection Policy

Under the Privacy and Personal Information Protection Act (PPIPA) 1998, Council is required to adhere to the information protection principles which cover the collection, storage, use and disclosure of (and access to) personal information. Please refer to the additional statement for details on PPIPA. In particular, what happens to your personal information, who else may have access to your personal information and Council's use of this information.

Fees and Charges

Type of development	Fee for service DA
Cost of development is less than \$1,000,000 and /or includes either strata or land subdivision of up to 6 lots or units (including potential subdivision) or the site is located within a heritage conservation area/special character area.	\$635 (GST inclusive)
Cost of development is between \$1,000,001 - and \$3,000,000 and/or includes either strata or land subdivision into between 7 and 20 lots or units, (including potential subdivision) or is an Item of Heritage under Council's Environmental Planning Instruments.	\$955 (GST inclusive)
Cost of development is between \$3,000,001 - \$10,000,000 and /or includes either strata or land subdivision of greater than 21 lots or units (including potential subdivision).	\$2,270 (GST inclusive)
Cost of development is greater than \$10,000,000 or requires /proposes a Masterplan.	\$4,960 (GST inclusive)
Design Review Panel Referrals (if required)	Fee
Referral of Pre-lodgement Applications to the Design Review Panel	\$3,000 (GST not applicable)
Referral of amended plans to the Design Review Panel	\$1,500 (GST not applicable)

DA PRE-LODGEMENT WRITTEN ADVICE FURTHER INFORMATION

(PLEASE READ BEFORE LODGING)



What is the Purpose of the DA Pre-Lodgement Service?

This is an advisory service designed to provide professional advice to prospective applicants on a range of potential developments from new dwellings through to multi-unit housing and industrial and commercial developments. Any development proposal submitted is reviewed so that planning, building, engineering or design issues are resolved before the DA is actually submitted.

The advice service is provided by a senior member of Council's Development Assessment staff. Other members of staff also provide advice and include a senior building surveyor and a senior engineer. If the particular circumstances of the proposed development require it, other Council professionals such as our heritage advisor, landscape architect or environmental health officers will also provide advice.

The objectives of the service are:-

- To ensure that applications are dealt with quickly by reducing the need for negotiations and requests for additional information or amendments to proposals during the processing of the DA; and
- To encourage all applications to meet Council's and the community's expectations; and
- To encourage good environmental planning and urban design outcomes; and
- To provide an efficient and effective service to developers whilst ensuring that the expectations of residents, interest groups and the Council are addressed.

How does this service work?

Step One - Submission

Complete the DA Pre-Lodgement Written Advice application form.

The form contains a check list of information that needs to be submitted with your application.

Please remember that the better the detail contained in your submission, the better and more certain Council's advice can be.

Once you have completed the form and compile the required plans/information you may then submit the application and pay the required fees (see table of fees in the form).

Step Two – Assessment

After the preliminary assessment and site visit, an analysis of the scheme will be carried out. This assessment will include a review of compliance and whether or not the underlying objectives of controls are met by the development proposed. Your proposal may also be referred to Council's Design Review Panel for advice (you will be advised if this will occur. Please refer to Council's Design Review Panel fact sheet for more information).

It is important to note that detailed measurements and calculations will not be carried out. Council Officers will rely on development statistics and dimensions provided by you or your professional planner or architect.

It is in your interests to ensure that the information provided to Council is correct.

Step Three – Written Response

As soon as possible after the above steps are completed, you will be sent a letter which will contain the following information.

- A statement as to the nature of the proposed development and its relevant definition under the Environmental Planning and Assessment Act as prescribed by the relevant model provisions and EPI.
- A statement as to whether or not the proposal is permissible in the zone.
- A statement as to the category of the application under the Environmental Planning and Assessment Act (i.e. Local/Integrated/Designated).
- A statement as to the relevant statutory and non-statutory numerical and performance standards and

whether the application complies (this will be done in a table format).

- A statement as to the likely results of referrals and issues arising (i.e. need for drainage easements, or road works and the like).
- A statement as to whether or not the proposal would be favourably recommended and if not the nature of modifications, if any, that would be required to achieve a favourable recommendation.
- If a proposal is not supported, and could not be modified to achieve support, a statement detailing the reasons for not supporting the application.
- A statement as to the minimum information requirements of any formal development application submitted to the Council (this will be in the form of a check list attached to the letter).
- A statement/disclaimer advising, amongst other things, that the advice provided does not bind the elected Council, and does not take into account the views of local residents which would arise from any formal notification of a Development Application.

What the DA Pre-lodgement service cannot do

Carry out a detailed assessment under the Act

This advice service intends to augment Council's statutory assessment obligations, but does not, and cannot replace them.

Will not develop a design or planning solution for you

This advice service does not remove the responsibilities of the developer to make their own assessment of the development potential of their site and to arrive at a planning/design solution for their proposal.

It is critical that you familiarise yourself with the requirements of Council and your obligations under the Act or to obtain the services of a qualified person prior to entering into the Pre DA advice process. In many cases this will necessitate the briefing of consultants (architects/town planners).

This service reviews proposals put to Council – Council officers are not able to assist in the general design of your proposal or in any way become involved in the preparation of a submission for your development application.

Cannot guarantee a result

The purpose of this service is to raise and resolve as many issues as possible from a technical/environmental planning view point so that such matters can be dealt with before the development application is lodged. It does not guarantee an approval of your development application.

Cannot bind the elected Council

The written advice provided does not necessarily represent the views, nor can it in any way bind the elected Council.

Cannot express the views of other government authorities

This service does not canvass the views of other public authorities and therefore does not proffer advice on any matter that is outside Council's responsibilities.

If you are aware that your proposal will be an Integrated Development or is likely to require the input of other Government Departments such as Roads and Maritime Services, Sydney Water etc, you should consult with these Departments as well as Council prior to lodging your application.

Cannot express the views of residents

This advice service does not represent, nor seeks to canvas the views of local residents, land holders or any other interest group, party or organisation. In this regard you are encouraged to discuss your development proposal with your neighbours.

The written advice does not give priority to the DA

This advice service does not mean that the subsequent development application if submitted will be given priority or 'jump the queue' in Council's normal DA process. Rather any efficiency or time saving will occur because the process is expected to minimise negotiations and requests for additional amendments and/or information during the formal DA procedure.

A final word

This facility is recommended to potential applicants as an optional service which it is hoped will assist those contemplating development in the City of Canada Bay and avoid unnecessary delays for the determination of development applications by advocating development that is consistent with Council and community expectations.

Council will never require that you make a Pre DA lodgement application before you submit a DA. Indeed the system may not be appropriate for all applications. For example more minor or straightforward matters may be better dealt with by simply discussing your proposal with the Duty Planner.