

DEVELOPMENT APPLICATION PRE- LODGEMENT MEETING



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 (m ²):				

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 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 (1 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 (1 sets)

In order for Council to provide as much advice as possible during your meeting with us, your concept plans should include (wherever relevant):

- | | |
|--|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Survey Plan |
| <input type="checkbox"/> Calculation/ Compliance sheet | <input type="checkbox"/> Car Parking layout |
| <input type="checkbox"/> Garbage/ Waste disposal areas | <input type="checkbox"/> Floor plans, elevations and sections |
| <input type="checkbox"/> Streetscape (showing adjoining properties, can be photographs) | <input type="checkbox"/> Stormwater and Drainage concept plans |
| <input type="checkbox"/> 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. | <input type="checkbox"/> 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
All meetings – Please Note: Meetings are held for more complex proposals such as residential flat buildings, mixed used developments, child care centres, commercial or industrial developments etc. Meetings and advice on low scale residential development such as dwelling houses and dual occupancies will not be provided.	\$955 (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-LODGE MEETINGS

(PLEASE READ BEFORE LODGING)

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

This is an advisory service designed to provide professional advice to prospective applicants on more complex development proposals such as multi-unit housing, mixed use development, industrial and commercial developments. Any such development proposals submitted is reviewed so that planning, building, engineering or design issues are highlighted and discussed before the DA is actually submitted.

The Meetings are attended by a senior member of Council's Statutory Planning Staff. Other members of staff may also attend to provide advice such as a Senior Building Surveyor and a 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.

How does this service work?

Step One - Submission

Complete the DA Pre-Lodgement Meeting application form.

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

Please remember that the more detail contained in your submission, the more comprehensive 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 – Review of Proposal

A preliminary review of the development proposal will be carried out. This 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 if it relates to a multi-unit housing development or a mixed use development where the State Environmental Planning Policy No. 65 – Design quality of residential apartment development and its accompanying apartment design guide (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 application is lodged, you will be contacted by council and invited to attend a meeting to discuss your proposal. No written advice or notes will be provided by council staff. – You will need to make your own notes of the proceedings. Verbal advice will address the following (where relevant):

- Compliance matters and permissibility of the proposal under the provisions of the Environment Planning and Assessment Act 1979, the Canada Bay Local Environmental Plan 2013.
- Advice on the proposal given the relevant statutory and non-statutory numerical and performance standards.
- Advice on the likely results of referrals and issues arising (ie. Need of drainage easements, or road works or the like)

- Whether or not the proposal will be supported, and if not what will need to be achieved to gain support.
- If a proposal is not supported, and could not be modified to achieve support, advice on reasons for not supporting the application.
- Advice on the minimum information requirements of any formal development application submitted to the council.
- **Note:** The advice provided does not bind Council, and does not take into account the view of local residents which would arise from any formal notification of a Development Application.

What the DA Pre-lodgement Meeting 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 obligation under the Act or to obtain the services of qualified person prior to entering into the Pre DA Advice process. In many cases this will necessitate the briefing of consultants (architects/town planners).

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 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 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 service is an optional service designed to assist those contemplating development in the City of Canada Bay and avoid unnecessary delays in the determination of your development application by advocating development that is consistent with council and community expectations. You under no obligation to organise a Pre DA Meeting, and as previously mentioned, low scale residential development can be discussed by making an Online appointment with the Duty Planner Service.

