



REQUEST FOR A PRE-DA CONSULTATION MEETING

OFFICE	Property No.	_____
USE	Date Received:	_____
ONLY	CSO:	_____

The pre-lodgement service provides for a meeting with relevant Council staff to give early comment on a development proposal. Minutes outlining issues that will need to be address will be provided after the meeting. Plans and supporting information must be lodged a minimum of eight days prior to the meeting to allow sufficient time for review of the proposed application. The comments provided do not bind Council in any way.

This form, supporting documentation and plans are to be emailed to council@wollondilly.nsw.gov.au and a Council Officer will subsequently contact you to arrange fee payment and to schedule a meeting time and date.

1. APPLICANTS DETAILS:

Contact Person: _____

Email: _____

Flat / Street No: _____ Street Name: _____

Suburb or Town: _____ Post Code: _____

Contact Phone Number: _____

I understand that if the information I lodge is incomplete, it may impact on the quality or amount of information that Council will be able to provide about the proposed development. I further acknowledge that if the information provided to Council is misleading or inaccurate, then any advice or information provided by Council may be void.

Applicants Signature: _____ Date: _____

2. OWNERS DECLARATION

All owner(s) of the land to be developed must sign the application Being the owner of the land to which this declaration relates, it is necessary to verify that you are aware of the applicant's intention to lodge an application for a pre-application discussion.

Owners' names must match those included in Council's rates system. If the owner is a company or corporation, then a director, secretary or authorised delegate must sign. If the land is Crown land, an authorised officer of the relevant Crown authority must sign the application. For Strata buildings, the consent of the Owners Corporation is needed for development on common property.

Owners Name(s): _____

Email: _____ Contact Phone Number: _____

Address: _____

Owners Signature(s): _____ Date: _____

3. PROPERTY DETAILS (Land to which request relates):

Flat / Street No: _____ Street Name: _____

Suburb or Town: _____

Lot No(s): _____ Section: _____ DP / SP No(s) _____

Current use of site: _____

4. DETAILED DESCRIPTION OF WHAT YOU PROPOSE TO DO:

5. WHAT WOULD YOU LIKE TO DISCUSS (Please list the any particular matters you would like to discuss (e.g. drainage, setbacks):

1. _____
2. _____
3. _____
4. _____
5. _____

6. THE FOLLOWING INFORMATION NEEDS TO BE SUBMITTED WITH THIS FORM:

Required Information:

- An **electronic copy of all documentation** in accordance with Council's electronic lodgement requirements.
- An **outline of what is being proposed**. Concept plans and basic development envelopes will assist Council staff to provide an informed opinion at the meeting.
- General information covering what you hope to achieve on the site** and how you propose to address any likely impacts on the locality.
- Details about the site**, including photos, information on natural features (trees, rock outcrops, watercourses) and built features (buildings, easements, utility services) and adjoining development. Also include boundary dimensions, the slope of the land and a north point.

Recommended Information:

- A **detailed site analysis** indicating (where relevant) in relation to the site:
 1. **Contours** - at 1m intervals and related to Australian Height Datum.
 2. **Existing vegetation** - in particular major trees on the site and street trees, identified by size and botanical names or common names.
 3. **Buildings** - location and uses of existing buildings.
 4. **Views** to and from the site.
 5. **Location of utility services** and stormwater drainage lines and street crossings.
 6. **Orientation**, microclimate and noise sources.
 7. Any **contaminated soils** and filled areas.
 8. **Fences, boundaries and easements**.
 9. Any other **significant site features** e.g. rock outcrops.
- And in **relation to the surrounding area**
 1. Location, use and height of adjacent buildings - locating window openings facing the site boundary, private open space and shadows cast on development site;
 2. Views and solar access enjoyed by adjacent residents;
 3. Major trees on adjacent properties;
 4. The built form and character of adjacent and nearby development;
 5. The difference in levels between the site and adjacent properties.

7. PRIVACY STATEMENT

By completing this form you are enabling Wollondilly Shire Council to collect personal information about you for the purpose of assisting in the processing of your application. The information will be stored in Council's records system and may be subject to a request to access information under the Government Information (Public Access) Act 2009.