



REQUEST FOR PRE-LODGEMENT MEETING

**THIS FORM MUST BE COMPLETED AND ACCOMPANIED BY RELEVANT PLANS AND INFORMATION
AT LEAST 2 WORKING DAYS PRIOR TO THE MEETING DATE**

Purpose of a Pre-lodgement Meeting

- 1 To provide an opportunity for applicants and Council Officers to informally discuss key issues relevant to the assessment of a proposal prior to lodging a development application. The points raised during the meeting are intended to assist applicants in determining issues that should be addressed in a development application.
- 2 To encourage a higher quality application at the lodgement stage of a development or planning proposal application.
- 3 To reduce the length of the assessment period by improving the quality of applications lodged.

The applicant accepts that:

- A pre-lodgement meeting enables informal discussion and advice only. It should not be taken to be a detailed assessment of Council's requirements for any subsequent development or planning proposal application or an indication of the likely outcome of any subsequent application.
- The DAU deals only with Council's written Policies and State Legislation. The DAU **is not** delegated to indicate the outcome for any variation that the applicant may seek to the stated development or design standards.
- The DAU **should not** be used to deal with any other development/proposal or precedent, and is to concentrate on the particular proposal which is the subject of the meeting.
- Advice will be given on issues detailed by the applicant on the attached form. Other issues may be raised by Council during the subsequent assessment process. Applicants cannot rely on Nambucca Shire Council Officers to identify all issues or areas of non-compliance during pre-lodgement meetings.
- Council and its Officers do not accept any liability whatsoever for the actions by others taken as a result of any preliminary information offered, or the points raised, or any issues not raised or discussed.
- Council does not represent or pre-empt the outcome of advice and/or approvals from other Government Agencies.

Supporting Documentation from Applicant

- 1 The applicant is to complete and submit a copy of the attached form, in particular, the following:
 - Fill in all boxes shaded grey in Sections 1-5; and
 - Complete Sections 6 and 7 where applicable.
- 2 The submission of a draft/conceptual proposal plan is required to enable more meaningful discussion and feedback.
- 3 Photographs of the subject site and surrounds are also encouraged, but are not mandatory.

Note: Pre-lodgement requests may be refused where information is insufficient or unsuitable.

Submission Details

Mail to: General Manager
Nambucca Shire Council, PO Box 177, Macksville NSW 2447

Email: council@nambucca.nsw.gov.au

Lodge in Person: 44 Princess Street, Macksville



RECORD OF PRE-LODGEMENT MEETING

Date Meeting Held: Ref:

Note: This pre-lodgement meeting is based on a preliminary review of the issues relating to the proposed development and the details provided by the applicant/consultant. It should not be taken to be a detailed assessment of Council's requirements for any subsequent development application or an indication in any way of the likely outcome of any subsequent application.

Any comments or actions by Council Officers during the meeting, should not be regarded as a decision under the Environmental Planning and Assessment Act 1979.

Meeting Request Made by:

Contact Details: Phone: E-mail:.....

Postal Address:

Preferred Meeting Date/s: (1) (2) (3)

Please note: Council officers are generally ONLY available on Tuesdays for pre-lodgement meetings. If you are unable to attend on a Tuesday, please call Council to see if any other days are available - this cannot be guaranteed.

Preferred Time/s: 9.00 am 10.00 am 2.00 pm 3.00 pm (Please circle)

No of Applicant Participants: (Please fill in Table 1 below)

Note: Applicant to fill in all boxes shaded grey in Sections 1-4 below and complete Sections 5 & 6 where applicable.

Table with 1 row: 1 PREFERRED DEPARTMENTS (ie Town Planning, Engineering, Health & Building)

Table with 2 columns: Name, Company. Row 2: ATTENDEES (Applicants/Consultants; Council Officers to be filled in at Meeting)

3 SITE DETAILS	
Site Address	
Property Description: (Deposited Plan and Lot Numbers)	
Site Area (m ² /ha)	
Zone (Rural, Residential, etc)	
Other	

4 PROPOSAL/APPLICATION DETAILS	
General Description of Proposal	
Use/s as defined under LEP	
Draft/Conceptual Plans Attached	<input type="checkbox"/> Yes Note: Plans are required if meaningful feedback is to be provided by Council Officers
Proposed Application Type/s	<input type="checkbox"/> Change of Use <input type="checkbox"/> Residential <input type="checkbox"/> Subdivision <input type="checkbox"/> Designated Development <input type="checkbox"/> Industrial/Commercial <input type="checkbox"/> Other
Referral/s - Integrated Development - Agencies	<input type="checkbox"/> RMS <input type="checkbox"/> Rural Fire Service <input type="checkbox"/> Office of Water <input type="checkbox"/> DoP <input type="checkbox"/> DPI <input type="checkbox"/> Fisheries <input type="checkbox"/> Other

5 ISSUES TO BE DISCUSSED

- | | |
|--|---|
| <input type="checkbox"/> Bushfire | <input type="checkbox"/> Flooding |
| <input type="checkbox"/> Land constraints | <input type="checkbox"/> Site contamination |
| <input type="checkbox"/> Earthworks/landscaping/engineering works | <input type="checkbox"/> Proximity to river/creek/stream |
| <input type="checkbox"/> Privacy and overshadowing | <input type="checkbox"/> Compatibility with surrounding development |
| <input type="checkbox"/> Visual compatibility/streetscape/scenic character | <input type="checkbox"/> Access |
| <input type="checkbox"/> Services: Water/Sewer/Stormwater/Power/Telecommunications | <input type="checkbox"/> Easements |
| <input type="checkbox"/> Adjoins Environmental Conservation area | <input type="checkbox"/> Proposed Road Widening |
| <input type="checkbox"/> Other (specify): | |
| | |
| | |
| | |

