

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

PART 1 - Property, Applicant and Owner Details

1. Property details

Address	unit:	house:
	street:	
Lot/DP/SP etc	suburb:	postcode:
	lot:	DP/SP etc:

2. Applicant details

Full name/company and contact person	family name (or company):	
	full given names:	
	OR company contact person:	
Postal address		
Contact details	suburb:	postcode:
	home phone:	mobile:
	office phone	fax:
	email:	date:

Note: Applicant is required to sign the last page of this application.

3. Owners details

Full name(s)/company	family name (or company & ABN):	
	full given names:	
Address		
Contact details	suburb:	postcode:
	home phone:	mobile:
	office phone:	fax:
	email:	

Note: Signatures of all registered are required on the last page of this application. Without the signatures of all registered owners Council cannot accept this application.



You can log onto www.parracity.nsw.gov.au/development to track the progress of an application lodged after 30 June 2005. The information you supply on this form and any related documentation will be publicly available on this Council website.

OFFICE USE ONLY

Reference:	<input type="text" value="PL/"/>	PL Fee:	\$ <input type="text"/>	Scanning Fee:	
Date:	<input type="text"/>	Receipt #:	<input type="text"/>	\$	<input type="text"/>

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PART 2 - Proposal Details

4. Proposal details

This is the first pre-lodgement meeting for this proposal. yes no

Previous pre-lodgement reference date of previous meeting:

Proposal description:

For effective consultation Parramatta City Council codes, policies and planning instruments should be used in the preparation of a development proposal. These are available on the website at www.parracity.nsw.gov.au or you may purchase either the document or CD from the Customer Service Centre at Council.

Part 3 - Accompanying Documentation Checklist

Item	Description	Notes	Copies Required	Applicant (✓)	Officer (✓)
1	Plans	Preliminary plans drawn to scale including a survey plan (site before), site plan (site after), floor plans indicating approximate levels and an indication of the bulk of the development.	3		
2	Site analysis	Carry out and document a site analysis which identifies constraints and opportunities for the site and relates the site to adjoining sites. Please refer to Part 2 of Parramatta DCP or Part 3 – Preliminary section of City Centre DCP which will assist you in preparing this. It can be in sketch form.	3		
3	Site photographs	Any relevant photographs to assist Council.	3		
4	Assisting information	Any other detailed information to assist Council.	3		
5	Digital requirements	See Part 6 on page 3.	1		

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PART 4 - Accompanying Documentation Guide

5. Document copies required 7 days in advance

Council requires 3 hardcopies of all documents outlined in the checklist outlined on the previous page. All accompanying documents need to be digitalised and lodged together with this application otherwise scanning fees apply. Document need to be received 1 week prior to the pre-lodgement meeting date.

6. Digital requirements

To assist Council in record keeping and processing your application all documentation is required on data disc e.g. CD-ROM, DVD-ROM, etc. If this is not possible or the disc content is incorrect then the following scanning fee will apply:

Please tick (✓)

Cost of Works (\$)	Scanning Fee (\$)	(✓)
0 – 300 000	35.15	
300 000 – 900 000	105.55	
900 000 +	211	

File format:



One multi-page **TIFF** file should contain all plans and drawings. e.g. site plan, floor plan, elevation plan, landscape plan, etc.



The application form and every accompanying document each require a separate **PDF** file. e.g. statement of environmental effects, heritage report, etc.

Naming convention:

All files should be named as follows: **Document Type - Property Address**
e.g.

- Architectural Plans - 30 Darcy Street Parramatta.tif
- Application Form - 30 Darcy Street Parramatta.pdf
- Statement of Environmental Effects - 30 Darcy Street Parramatta.pdf
- Waste Management Plan - 30 Darcy Street Parramatta.pdf
- Schedule of Finishes - 30 Darcy Street Parramatta.pdf

For the full list of Document Types go to www.parracity.nsw.gov.au/development/development_process/prepare__and__lodge

I have a correctly formatted and named disc that is complete:

yes

no

Part 5 - Fees

1. \$226.60 for proposed dwellings, alterations and additions to dwellings, or any other associated works; occupation or change of use of retail, commercial and industrial premises.
2. \$566.50 for a proposed dual occupancy.
3. \$1133.00 for proposed multi-unit, industrial and commercial outside the city centre and all child care centres.
4. \$2545.85 for proposed residential flat buildings, industrial and commercial developments within the city centre (see LEP 2007 for city centre boundaries).

NB: Proposals for residential flat buildings and mixed-use developments will be referred to the Parramatta Design Review Panel at a fee of \$1317.65 for 3 storey or less and \$2635.25 for above 3 storey. Subsequent referrals of these proposals will be charged a lesser fee. Please refer to the separate Parramatta Design Review Panel check sheet and refer to 2008/09 Fees & Charges Schedule at www.parracity.nsw.gov.au/development.

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PART 6 - Applicant Declaration

7. Applicant declaration

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

Applicant's signature

date:

PART 7 - Owner's Consent

8. Owner's consent

One or more of the owners is an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

In the case of an owners corporation, a seal is required, or if crown land, written authorisation of the relevant statutory authority.

Owner's signature(s)

<input type="text"/>	date:
<input type="text"/>	date:
<input type="text"/>	date:
<input type="text"/>	date:

PART 8 - Council Officer Declaration

9. Officer declaration

I declare that this application is, to the best of my knowledge, complete including owner's consent and that all accompanying documentation outlined in the checklist on page 2 has been checked including digital requirements .

Officer's signature

date: