

## REQUEST FOR A PRE-LODGE MEETING AND/OR PRELODGE DESIGN EXCELLENCE ADVISORY PANEL MEETING

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.

### Property Details

#### Property details

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

Pre-lodgement meetings are intended to provide initial advice on specific issues identified for discussion by the applicant and any likely major issues relevant to a development proposal. It cannot replace the in-depth investigation normally associated with the formal assessment of an application and consideration of any public submissions. While the advice is given in good faith, it is in no way binds a decision by the Council.

### Development Description and Proposal Details

Type and cost of proposed development - Please tick (✓)

Signage/advertising	<input type="checkbox"/>	Use of land/building	<input type="checkbox"/>	Carrying out of works	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>
Earthworks	<input type="checkbox"/>	Construct a building	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Other	<input type="checkbox"/>

#### Detailed Description of proposed development


#### OFFICE USE ONLY

Reference: <b>PL/</b>	PL Fee: \$	DEAP Fee: \$
Date:	Receipt #:	

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### Applicant/s Details

family name (or company & ABN):

full given names OR company contact person:

Unit/House No:

Street Name:

Suburb:

Postcode:

Home Phone:

Mobile:

Office Phone:

Email:

### Meeting Details

#### Purpose of the meeting

Advice is sought for:

Initial concepts

Detailed design issues

Technical issues

Planning issues

SEPP 65 Issues/Compliance

### Preferred meeting date

Please indicate a preferred date on a Wednesday

#### Prelodgement Design Excellence Advisory Panel Meeting Request - (SEPP 65 DEVELOPMENTS)

Council offers a prelodgement Design Excellence Advisory Panel service and it is strongly recommended that proposals for larger scale residential and commercial development take advantage of this service.

Prelodgement + DRP  Yes

DRP ONLY  Yes

**Note:** Prelodgement meetings are scheduled weekly and held on Wednesday afternoons. DRP Meetings are also held on Wednesdays, but are not scheduled weekly. Council will endeavour to hold both meetings on the one day which may mean a delay in your booking.

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### Attending Participants

Council limits this to a maximum of five (#5) participants

#1—Name _____	Area of expertise/Relationship to proposal _____
#2—Name _____	Area of expertise/Relationship to proposal _____
#3—Name _____	Area of expertise/Relationship to proposal _____
#4—Name _____	Area of expertise/Relationship to proposal _____
#5—Name _____	Area of expertise/Relationship to proposal _____

### Background

Have you previously obtained any information and/or advice from Council? (✓)	yes <input type="checkbox"/> no <input type="checkbox"/>	PL / <input type="text"/> / <input type="text"/>
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Officer's details:

Date information or advice was provided	<input type="text"/> / <input type="text"/> / <input type="text"/>
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Form of information or advice (✓)	phone <input type="checkbox"/> written <input type="checkbox"/> in person <input type="checkbox"/>
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### Specific issues for discussion




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### Accompanying Documentation Checklist - Prelodgement Meetings

To help ensure the best outcome for the specific issues to be discussed at the prelodgement meeting please include the complete set of following items with your application

Item	Description	Notes	Copies Required
1	Concept plans or detailed plans	Detailed plans should include a site plan and 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	Photographs	Showing site and surrounding area	3
3	Draft Statement of Environmental Effects, which identifies: <ul style="list-style-type: none"> <li><input type="checkbox"/> Use permissibility</li> <li><input type="checkbox"/> Zone objectives permissibility</li> <li><input type="checkbox"/> Justification for the preferred option</li> <li><input type="checkbox"/> Compliance with LEP/DCP controls</li> </ul>		3
4	Likely impacts such as increases in traffic, noise, effects on the environment, stormwater, infrastructure and heritage value issues		3
5	Details of specific design issues that need discussion		3
6	Details of variations to development standards and planning controls		3

### Accompanying Documentation Checklist - DEAP Meetings

The Parramatta Design Excellence Advisory Panel (DEAP) has regard to the ten design principles of State Environmental Planning Policy (SEPP) 65 - Design Quality of Residential Flat Development. Applications will be evaluated on the following: context; scale; built form; density; resource, energy and water efficiency; landscape; amenity; safety and security; social dimensions and aesthetics.

In addition the DRP will consider the relevant objectives and performance criteria within the applicable planning instruments that apply to the land, such as LEPs and DCPs.

This relies on a high level of quality information to enable the DRP to make an informed assessment and decisive recommendations. The more useful the information provided; the better the feedback.

The following information is required : a meeting will not be organised if the following information is not forwarded to Council when requested. Please note that this is addition to the requirements above if you are organising both meetings.

Item	Description	Notes	Copies Required
1	Site analysis	<p>A site and context analysis examines and records the existing characteristics of the site and its surroundings, thereby providing context for the proposal, while identifying the opportunities and constraints for the site. See Council's website for examples and details of what is required for a site and context analysis.</p> <p>A context analysis can be separate and larger scaled (1:500) plan which shows adjoining sites and their zonings, building footprints, road patterns and open space. A site analysis should be prepared using a survey as a base. Five (5) legible copies, no bigger than A3 size should include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site dimensions and area</li> <li><input type="checkbox"/> Existing structures</li> <li><input type="checkbox"/> Landscape features, steep slopes and existing vegetation on or near the site including trees to be retained or removed</li> <li><input type="checkbox"/> All adjoining properties, buildings and window opening locations</li> <li><input type="checkbox"/> Bar scale with text note, north point</li> <li><input type="checkbox"/> Important views to &amp; from the site</li> <li><input type="checkbox"/> Contours and wind direction</li> <li><input type="checkbox"/> Soils and areas of site contamination</li> <li><input type="checkbox"/> Opportunities and constraints for development</li> </ul>	5

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Item	Description	Notes	Copies Required
2	SEPP 65 verification statement by a registered architect (including registration number)		5
3	Draft Statement of Environmental Effects, which identifies: <ul style="list-style-type: none"> <li><input type="checkbox"/> Use permissibility</li> <li><input type="checkbox"/> Zone objectives permissibility</li> <li><input type="checkbox"/> Justification for the preferred option</li> <li><input type="checkbox"/> Compliance with LEP/DCP controls</li> </ul>		5
4	Plans {no bigger than A3 size} with each drawing noting the registered architect and the registration number, showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> 3D representation - sketches are adequate</li> <li><input type="checkbox"/> Site photos to describe context and the site</li> <li><input type="checkbox"/> Streetscape sketches showing a minimum of 2 buildings either side</li> <li><input type="checkbox"/> Relevant plans, sections and elevation (all apartments and balconies to show furniture layout)</li> </ul>		5
5	Indicative: <ul style="list-style-type: none"> <li><input type="checkbox"/> Basement level structures</li> <li><input type="checkbox"/> Setbacks &amp; soft soil zone areas</li> <li><input type="checkbox"/> Cut &amp; fill and finished floor areas</li> <li><input type="checkbox"/> Access &amp; parking arrangements</li> <li><input type="checkbox"/> Stormwater concept diagram (including roof water dispersal)</li> <li><input type="checkbox"/> Bar scale and north point</li> <li><input type="checkbox"/> Materials and finishes - in colour</li> </ul>		5

### Digital Requirements

All applications must be accompanied by a digital data disc i.e. CD-ROM, DVD-ROM containing **all documentation** (including written documents). This is to assist Council in record keeping and processing.

#### **Applications without a correctly formatted digital data disc will not be accepted.**

- The files must be in **PDF** format and be able to be opened in Council's digital plan system 'Trapeze Desktop'. Council will check all discs before accepting the application.



One PDF file should contain **all plans and drawings** (excluding internal residential floor plans) i.e. site plan, elevation plan, landscape plan, stormwater, survey etc in the same single file.



Each additional accompanying document requires a **separate PDF file** e.g. application form, statement of environmental effects, heritage report, and internal residential floor plans, etc each in separate files.

- Standard documents are not required to be above 400 dpi resolution whether they are single page or multipage documents and must not exceed 500MB in size.
- Please contact Council's Senior Records Officers on 9806 5000 if your document exceeds 500MB.

Files named as follows: **Document Type - Property Address**



Architectural Plans - 30 Darcy Street Parramatta.pdf



Application Form - 30 Darcy Street Parramatta.pdf



Statement of Environmental Effects - 30 Darcy Street Parramatta.pdf



Waste Management Plan - 30 Darcy Street Parramatta.pdf



Internal Residential Floor Plans - 30 Darcy Street Parramatta.pdf

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