

Fact Sheet



Development Application Pre-lodgement Consultation

1. What is a pre-lodgement meeting?

Pre-lodgement meetings are for people who intend to lodge a development application and would like advice and assistance in the early stages of the planning and design of their development proposal.

Pre-lodgement meetings help identify key issues and ensure applicants are on the 'right track'. They are not intended to investigate every detail which is covered through the formal development assessment process.

One of advantages of attending a pre-lodgement meeting in the early stages of preparing a development application is that Council is able to process development applications more efficiently when a pre-lodgement meeting has been held and the applicant has listened to the advice provided by Council officers.

While the advice at a pre-lodgement meeting is given in good faith, it in no way binds a decision made by Council.

Pre-lodgement meetings are not intended for general planning or development enquiries. For general planning or development enquiries, please speak to one of our Development Advisory Officers by:

- phoning Parramatta City Council on (02) 9806 5524, or
- Visiting the Development Advisory Counter at Council's Administration Building at 30 Darcy Street, Parramatta.

2. How much does a pre-lodgement cost?

The fees to attend a pre-lodgement meeting in 2011/2012 are:

Proposed development	Fee (inc. GST)
Dwelling house, alterations & additions to domestic dwellings	\$252.45
Change of use for retail, commercial and industrial	\$252.45
Dual occupancy	\$631.10
Multi-unit dwellings, commercial (outside CBD) and child care centres	\$1,262.20
Residential flat buildings, industrial and commercial (within CBD)	\$2,836.20
Additional meetings – 25% of original fee paid	

Fact Sheet



3. When and where are pre-lodgement meetings held?

Pre-lodgement meetings are held on **Wednesday afternoons** at Council's Administration Building at 30 Darcy Street, Parramatta.

4. What should you expect from a pre-lodgement meeting?

Experienced professional staff will attend your pre-lodgement meeting. Generally, a planning manager or team leader will chair the meeting and other relevant technical experts will also attend the meeting.

At the meeting you can discuss:

- initial concepts
- detailed design aspects
- Specialist technical requirements

Council officers will give their professional opinion on the proposal and provide guidance where possible. However, the meeting is not intended to pre-empt the outcome of the development application. If you proceed to formal lodgement of a development application Council will assess your development application against the Environmental Planning and Assessment Act, 1979 and the specific environmental planning instruments and policy documents that apply within the Parramatta City Council area. Submissions received in relation to your application will also be considered.

5. What can you do to ensure a good outcome from your pre-lodgement meeting?

The quality of advice given depends on the accuracy of the information you provide. It is essential you research the proposal to identify relevant issues to raise at the meeting. Information on planning controls available online at www.parracity.nsw.gov.au may assist you.

Fact Sheet



The following checklist may also help. You should provide as much detail as possible about the proposal, including:

- clear identification of the site
- photographs of the site and the surrounding area
- a concept plan or detailed plans (detailed plans should include a site plan, floor plans and elevations for all proposed buildings)
- details of any non-compliances/variations from Council's planning controls and development standards
- details of design issues that need to be discussed
- details of any likely issues such as:
 - increase in traffic
 - noise
 - environmental
 - stormwater
 - infrastructure needs
 - heritage, etc

6. What types of developments most benefit from pre-lodgement meetings?

- Proposals for Integrated Development or Designated Development
- Applications that involve complex issues requiring strategic or policy direction.
- Significant projects such as city centre proposals, major commercial or industrial developments, residential flat buildings, large scale residential projects and child care centres.
- Applications that propose variations/non-compliances to Council's planning controls and development standards.
- Applications requiring specialist technical advice, for example engineering, traffic or urban design advice.
- Developments where community interest is likely to be strong.

7. How do I arrange a pre-lodgement meeting?

Step 1 – obtain a pre-lodgement meeting request form

You can obtain this form:

- online at www.parracity.nsw.gov.au
- by phoning Parramatta City Council on 9806 5000
- by visiting Council's Development Advisory Counter at 30 Darcy Street, Parramatta

Fact Sheet



Step 2 – submit form and supporting information

You can submit your request form to Council by post or in person. You must include all of the required supporting information with your request form so Council can appoint the relevant professional officers to attend the meeting.

Submit in person to the Development Advisory Counter at 30 Darcy Street, Parramatta Post to Parramatta City Council PO Box 32, Parramatta, NSW 2150

Step 3 – arrange a time to meet

Following receipt of your request a council officer will phone you to arrange the meeting. If you have supplied inadequate information with your request, the officer will advise what further information is required before a meeting can be arranged. Once a meeting time has been arranged, the officer will send you a letter, confirming the meeting date, time and place, together with an invoice for the application fee. Generally, the meeting will be held within 10 days of all necessary information being received by Council.

Step 4 - pay the required fee

The pre-lodgement meeting fee should be paid at least 24 hours before the meeting. Please pay this fee at Council's Development Advisory Counter at 30 Darcy Street, Parramatta. You must present a copy of the receipt at the meeting.

Step 5 – the meeting

At the end of your pre-lodgement meeting, Council officers will document issues discussed and recommendations made for your proposal. Council will send a copy of this information to you within 10 working days of the meeting.