

Development Pre-Lodgement

From January 2014 Development Applications, Construction Certificates and Sec 68 applications requiring Councils approval will no longer be accepted and registered unless the application has been first subjected to a pre-lodgement meeting with Councils Development staff.

Appointments are to be prearranged giving a minimum of two days' notice and can be made by phoning Councils Health and Development section on 6847 6600.

On attendance of the arranged meeting the attached application must be completed and signed by the owners.

Plans and specifications relevant to a building proposal necessitates the preparation of a site plan, floor plan, all elevations and sectional elevation giving details of construction that addresses the footing and wind speed classification.

Development applications concerning non-building proposals will be discussed at the meeting.

Photocopied signatures or Documents irrelevant to the specific project in support of the application cannot be accepted as Council is bound by Copy Right provisions. All documents including Generic information must be specific to the application. In general, the required plans and any specifications are to be professionally prepared to a standard that addresses the minimum requirements of Schedule 1 of the *Environmental Planning and Assessment Regulations 2000*.

If necessary, examples of the required plans can be provided at the pre-lodgement meeting.

Fees will be assessed at lodgement and must be paid prior to the application being registered.

By addressing the prerequisites prior to the pre-lodgement meeting the processing times for applications can be expedited and unnecessary delays avoided.

Council appreciates your co-operation in helping to improve processing times.

Pre-Lodgement meeting ____/____/____

Officer_____