



If you need help lodging your form, contact us	
<b>Email</b>	council@northernbeaches.nsw.gov.au
<b>Phone</b>	1300 434 434
<b>Customer Service Centres</b>	<b>Manly</b> Townhall, 1 Belgrave Street Manly NSW 2095
	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103
	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only																					
<b>Form ID</b>	2054																				
<b>TRIM Ref</b>	C001553																				
<b>Last Updated</b>	October 2020																				
<b>Business Unit</b>	Environmental Compliance																				
<b>Application No.</b>	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
<b>Receipt No.</b>																					

Privacy Protection Notice	
<b>Purpose of collection:</b>	For Council to provide services to the community
<b>Intended recipients:</b>	Northern Beaches Council staff
<b>Supply:</b>	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
<b>Access/Correction:</b>	Please contact Customer Service on 1300 434 434 to access or correct your personal information

## Part 1: Applicant(s) Details

<b>Name</b>			
<b>Title</b> (e.g. Builder/Architect/Owner)			
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Contact number</b> (Phone/Fax/Mobile)			
<b>Email</b> (For issue of meeting notes)			
<b>Number of persons attending</b>			
<b>Names (and Roles) of Attendees</b>			

## Part 2: Property Details

<b>Unit number</b>		<b>House number</b>	
<b>Street</b>			
<b>Suburb</b>			
<b>Nearest cross street</b>			
<b>DP/Strata plan number</b>		<b>Lot Number</b>	
<b>Name(s) of owners</b>			
<b>Optional Council officers with previous knowledge of site/proposal</b>			
<b>Applicant(s) signature(s)</b>		<b>Date</b>	

## Part 3: Pre-lodgement Meeting General Details

<b>GENERAL</b>
<p>Pre-Lodgement Meetings are only available on Tuesdays, Wednesdays and Thursdays, 10-11am &amp; 11am-12pm at Dee Why</p> <p>Pre-Lodgement meetings are an opportunity where the applicant can obtain preliminary advice on proposals which are to be the subject of an application to Council.</p> <p>The applications considered at this meeting include Complying Developments, Construction Certificates and Modification of these for the construction of new buildings, alterations or additions to existing buildings.</p>
<b>REQUIRED INFORMATION</b>
<p>All fees are to be paid at the time of making your application for a Pre-Lodgement meeting.</p> <p>The level of detail of the written advice that Council will provide after the meeting will depend on the level and detail of information provided by you prior to the pre-lodgement meeting.</p> <p>Following documentation is required:</p> <ul style="list-style-type: none"><li>• 1 hard copy set of Floor Plans</li><li>• 1 hard copy set of Elevations</li><li>• 1 hard copy of General Statement describing the proposal or Draft Statement of Environmental Effects if relevant</li><li>• 1 single electronic copy of all documentation</li></ul> <p>Applicants will be contacted upon receipt of the application to arrange a mutually convenient meeting date and time.</p>
<b>PROPOSED DEVELOPMENT AND SPECIFIC ISSUES - COSTS OF MEETING</b>
<p>Meetings to be held with a Senior Officer and other appropriate officers.</p> <p>Notes are taken and provided by Council within fourteen (14) days of the meeting.</p> <p>Meetings to be held with a Manager and other appropriate officers.</p> <p>Notes are taken and provided by Council within fourteen (14) days of the meeting</p> <p>As per Council Fees and Charges</p> <p>*Fees are subject to change. Fees are to be confirmed at the time of payment with schedule of adopted Fees &amp; Charges.</p> <p>Officer to take notes and provide to administration to type and give to Co-ordinator to review and finalise.</p>

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