



If you need help lodging your form, please contact us		Office use only	
<b>Email</b>	council@northernbeaches.nsw.gov.au	<b>Form ID</b>	2057
<b>Phone</b>	1300 434 434	<b>TRIM Ref</b>	
<b>Customer Service Centres</b>	<b>Manly</b> Town Hall, 1 Belgrave Street Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099	<b>Last Updated</b> October 2020
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107	<b>Business Unit</b> Development Assesment
		<b>Application No.</b>	<input type="text"/>
		<b>Receipt No.</b>	<input type="text"/>

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

<b>GENERAL</b>
<p><b>Development Application (DA) Pre-Lodgement Meeting</b></p> <p>DA Pre-Lodgement Meetings provide the applicant an opportunity to obtain preliminary advice on development proposals prior to lodgement of a formal Development Application. Meetings are available on Tuesdays and Thursdays only and are held via Microsoft Teams. Meetings will be held approximately 2-3 weeks from the date of receipt of the application and notes will be sent to the applicant approximately 14 days from the date of the meeting.</p> <p><b>Design Sustainability Advisory Panel (DSAP) Pre-DA Meeting</b></p> <p>Where a development proposal is for a boarding house, multi-unit housing, SEPP 65, as well as large commercial or industrial applications, Council recommend applicants attend a DSAP Pre-DA Meeting meeting prior to submitting your development application. Northern Beaches DSAP provide high level independent expert advice on urban design, architecture, landscape architecture and sustainability. DSAP meetings are held on the last Thursday of each month. Note: All development proposals where a DSAP Pre-DA is required must also undertake a DA Pre-Lodgement meeting.</p>

<b>LODGEMENT REQUIREMENTS</b>
<p>To prevent delays with the processing of your application, please ensure the following is provided in PDF format:</p> <ul style="list-style-type: none"> <li>• Completed application form including payment (fees - refer page 2)</li> <li>• 1 electronic copy of plans (1 PDF document labelled Plans - Master Set)</li> <li>• Supporting documents/reports to be discussed at the meeting (separate PDF documents clearly labelled)</li> </ul> <p>Note: Council's preferred method of lodgement is via email to council@northernbeaches.nsw.gov.au</p>

## Part 1: Address Of Proposal

<b>LOCATION OF THE PROPERTY (We need this to correctly identify the land. These details are shown on your rates notice)</b>					
<b>Unit Number</b>	<input type="text"/>	<b>House Number</b>	<input type="text"/>	<b>Street</b>	<input type="text"/>
<b>Suburb</b>	<input type="text"/>				<b>Postcode</b>
<b>Legal Property Description</b> <small>This information must be supplied, refer to Rates Notice</small>	<b>Lot</b>	<input type="text"/>	<b>DP/SP</b>	<input type="text"/>	<input type="text"/>

## Part 2: Applicant(s) details

<b>APPLICANT(S) - The applicant is the person Council will communicate with.</b>			
<b>Company/Organisation</b> (if applicable)			
<b>Given Name(s)</b>		<b>Surname</b>	
<b>Postal Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Contact Number(s)</b>			
<b>Email (Mandatory)</b>			
<b>Number of persons attending</b>			
<b>Name of Attendee(s) and their Role/Capacity</b>			
<b>Specify unavailable meeting dates here (meetings are held on Tuesday and Thursday)</b>			

## Part 3: Proposed development and fees

<b>Description of proposed development</b>			
<b>Issues for discussion</b> (Itemise the issues you wish to obtain specific feedback on) For example; heritage, flood, natural resources development controls, previous council contact or application.			
<b>Estimated cost of works *required information</b>		<b>\$</b>	
<b>Pre-Lodgement Meeting fees:</b>			
Development with estimated cost up to \$500,000			<b>\$810</b>
Development with estimated cost between \$500,001 - \$2,000,000			<b>\$1,080</b>
Development with estimated cost between \$2,000,001 - \$5,000,000 or subdivision up to 5 lots			<b>\$1,350</b>
Development with estimated cost between \$5,000,001 - \$20,000,000 or subdivision between 6 - 20 lots			<b>\$1,610</b>
Development with estimated cost greater than \$20,000,001 or subdivision more than 20 lots			<b>\$2,150</b>
<b>Design Sustainability Advisory Panel (DSAP) fees:</b>			
DSAP Pre-DA Meeting to be undertaken in addition to a Pre-Lodgement meeting			<b>\$1,500</b>

\*Fees are subject to change. Fees are to be confirmed at the time of payment with schedule of adopted Fees & Charges

**Note 1:** In order for your request to proceed, please provide all required information as detailed on page 1 (Lodgement Requirements).

**Note 2:** The pre-lodgement service is available to all intending applicants with fees being applicable to all applications.

**Note 3:** Council will provide written advice following the meeting. These notes will not be 'verbatim', but will highlight the issues discussed and the meeting's outcome. The comments provided in the notes will not be modified after being issued.

**Note 4:** No pre-lodgement meeting can provide an authoritative statement as to the likely outcome of an application. A determination can only be made following the lodgement of an application and the completion of the assessment process. Notes from the pre-lodgement meeting will be publicly available upon submission of the application for determination (Your signature on this form indicates your acceptance).

**Note 5:** Additional fees may be payable should further meetings be required.

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ACCORDING TO PROCEDURES**

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Card Number																
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