

Application for Prelodgement Meeting

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Under the Government Information (Public Access) Act 2009 and Environmental Planning and Assessment Act 1979 Council may be required to publicly release any correspondence or information Council has on this matter. This means your personal information may not remain confidential and may appear on Council's website.

Section 1: APPLICANT DETAILS		
Title:	Given Name:	Family Name:
Organisation (if applicable):		
Street Address:		
Suburb:		Post Code:
Email Address:		
Phone Number:		

Section 2: SITE DETAILS		
House Number:	Street Name:	
Suburb:		Postcode:
Lot Number:	DP/SP:	

Section 3: PROPOSAL	
Description of Development:	
Value of Development:	\$
<i>Refer to Council's Fees & Charges for application fees</i>	

Section 4: DETAILS OF ATTENDEES		
Name	Email Address	Contact Phone Number

Section 5: NOT FOR PROFIT ORGANISATION

Please indicate if you are a not-for-profit organisation. If yes, provide evidence with your application.

Yes: Evidence to be attached with application form

No

Section 6: ISSUES TO BE DISCUSSED

List the specific issues you would like discussed at the meeting below:

1.

2.

3.

4.

5.

Section 7: SUPPORTING DOCUMENTS

The following documents must be submitted with your application in electronic format

1. Concept Report:

Your concept report should contain:

- Introduction including overall concept, existing use, any relevant historical information, development constraints
- Description of the site and the surrounding area
- Detailed description of the proposed works

2. Plans to scale of 1:100

Your concept plans must include:

- Site plan, details of levels, floor plans, elevations and dimensions

Your concept plans may also need to address:

- Accessibility
- Fire Safety/BCA
- Car parking
- Waste disposal

Section 8: DISCLAIMER

The advice given at the DA Prelodgement meeting is intended as a guide only and in no way will Council accept any responsibility for loss or harm resulting in reliance upon the advice. The advice given cannot bind Council to determine the outcome of any development application. The advice is given independent of the formal development application process and in no way is designed to influence or guarantee the outcome of the formal development application process. The advice provided does not take into account information such as, but not limited to, resident objections nor any draft environmental planning instruments, plans, policies or codes. The Council cannot guarantee that the advice provided will guarantee a specific result if the applicant subsequently decides to lodge a formal development application. Please note that your booking will not be confirmed until payment has been made. Once a booking is confirmed it can be changed up to 48 hours prior to the meeting. **Bookings cancelled within 48 hours of the meeting will not receive a refund. Please arrive 5 minutes early to your meeting, and inform us if you know you will be late. If you are more than 15 minutes late without informing us your meeting will be considered cancelled, and no refund will be given.** By submitting this form you agree to the above conditions and acknowledge understanding of the information provided in this disclaimer.

Applicant's signature: _____ Date: _____

Once your application is received, a Council Officer will contact you to provide further information on this process.

Section 9: OFFICE USE ONLY

Application Number: _____ Fee: _____ Paid by: EFT Cash Cheque

Date Paid: _____ Receipt No: _____ Initials: _____

Meeting Date: _____ Time: _____