

PRE-DA

**DEVELOPMENT APPLICATION
PRE-LODGEEMENT MEETING FORM**

Application Fee:	Receipt No.:	Date Received:	Customer Service Officer:
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Council's pre-lodgement service provides prospective applicants with an opportunity to meet with relevant Council Officers and discuss their development proposal. At that meeting, any problems associated with the proposal are identified and a letter confirming any issues is then forwarded to the applicant. The issues raised by Council Officers should then be addressed prior to the submission of any future development application (DA).

Plans and supporting information must be lodged together with this application to allow Council Officers to review the proposal. The service has the benefit of highlighting any potential concerns, provides good guidance and assists in the future processing of the DA.

The information required includes:

- **One (1) paper copy set** of all the plans and documentation. Plans are to be drawn to a maximum scale of 1:100 or 1:200 on A3 size paper and on landscape orientation.
- **Electronic copy of all plans and documents on a CD/USB in PDF format:** Architectural plans or sketches, a survey plan, a written description of the proposal indicating compliance or otherwise with the Strathfield Consolidated Development Control Plan 2005, heritage impact information if relevant, stormwater management details, contamination studies and any other supporting information; and
- All files are to be named correctly (*e.g. Pre-DA- Architectural Plans- Property Address*)
- All 'Architectural Plans' are to be combined in 1 PDF file 'ONLY'

While the pre-lodgment service does not guarantee that an application will be approved once submitted, the process does increase the likelihood of a positive outcome and provides applicants with a good understanding of the assessment process.

1. Applicant and Site Details (PLEASE FILL OUT ALL DETAILS AND PRINT CLEARLY)

Applicant name, address and contact details	Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	Dr <input type="checkbox"/>
	*Applicant Name or Company:						
	*Company Name:						
	*Postal Address:						
							Post Code
	*Phone (daytime):				(AH):		
	Fax:				(M):		
	*Email:						
Location & Title description of the property	Unit, Shop or Suite:		Street No.:		Street:		
	Suburb:						
	Lot(s):				Section:		
	Deposited Plan(s):				Strata Plan:		

*mandatory field

2. Development Details

What is the property used for at present?

Description of the proposed Development

Provide clear information on exactly what it is you propose to do.

3. Will you be attending the meeting with other people?

Name	Area of Expertise (if applicable)

Questions

Further inquiries regarding this service may be directed to Council's Customer Services Centre on (02) 9748 9999 or by visiting Council's website at www.strathfield.nsw.gov.au. Alternatively, you may wish to visit Council at No. 65 Homebush Road, Strathfield between 8:30am-4:30pm Monday to Friday.

Payment methods

Payment can be made at the Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (made payable to Strathfield Council) or by credit card — American Express, Bankcard, Diners Club, MasterCard or Visa.

Privacy Notice Strathfield Council is required under the Privacy and Personal Information Protection Act 1998 to collect, maintain and use your personal information in accordance with the Information Privacy Principles. Your personal information is being collected to process your application. Council may use your personal information for the purposes of processing your application. Council is regarded as the agency that holds the information and will not disclose your personal information without your consent unless authorised or required by law. You may apply to access or amend your information by contacting Council on 9748 9999 or at council@strathfield.nsw.gov.au