

## PRE-LODGE MENT MEETING REQUEST

This form is to be used to request a pre-lodgement meeting with Council’s Planning & Development Business Unit. This service requires payment of a pre-lodgement fee, as per Council’s adopted Fees and Charges.

PART 1 – APPLICANT DETAILS					
Company Name (if applicable):					
Primary Contact:					
Postal Address:					
Phone:					
Email:					
PART 2 – PROPERTY DETAILS					
Lot(s):		Sec:		DP:	
Street Address:					
Suburb:		Postcode:			
PART 3 – SERVICE REQUESTED					
Detailed description of the proposed development:					
Current use of the land:					
Estimated development cost: (Council may require confirmation)		<input type="checkbox"/> CIV of Project <\$1,000,000		\$	
		<input type="checkbox"/> CIV of Project <\$5,000,000		\$	
		<input type="checkbox"/> CIV of Project >\$5,000,000		\$	
PART 4 – INFORMATION TO BE SUBMITTED WITH THE PRELODGE MENT REQUEST					
Council requires the following information as a minimum to schedule pre-lodgement meetings:					
<input type="checkbox"/> A definition of the development, in accordance with the Standard Instrument Order or other legislative framework.					
<input type="checkbox"/> A statement covering the proposal, and the reasons for the pre-lodgement meeting including any specific planning issues that require consideration.					
<input type="checkbox"/> A statement identifying any potential issues of non-compliance of the proposed development in accordance with the development controls contained within the Goulburn Mulwaree Development Control Plan 2009, and/or Goulburn Mulwaree Local Environmental Plan 2009, and/or other statutory planning policies that may be applicable to the development.					
<input type="checkbox"/> Scaled site plan(s) identifying the results of the site analysis and the proposed layout of the development.					
<input type="checkbox"/> Scaled indicative floor plans demonstrating how the building/proposal is to be utilised.					
<input type="checkbox"/> Scaled elevation plans of the proposed development.					

**PART 5 – ATTENDEES (MAX 4)**

NAME		TITLE/POSITION
1.		
2.		
3.		
4.		

**PART 6 – TERMS & CONDITIONS**

In lodging this request for a pre-lodgement meeting, the applicant accepts that:

- ✓ At the conclusion of the pre-lodgement meeting, Council aims to provide minutes to the applicant via email within 15 business days. The minutes will not be “verbatim” but will highlight the issues and Council’s feedback discussed during the pre-lodgement.
- ✓ A pre-lodgement meeting does not constitute development approval, each development application is assessed on its own merits in accordance with s.4.15 of the *Environmental Planning and Assessment Act 1979* to determine whether a proposal warrants approval or refusal, after formal lodgement of the application on the NSW Planning Portal.
- ✓ Whilst every effort will be made by Council’s Technical Officers to provide extensive feedback, a pre-lodgement meeting may not identify all areas of concern which may arise during the subsequent assessment process.
- ✓ Payment is required to secure the pre-lodgement meeting. The applicant accepts all responsibility where the payment for pre-lodgement meetings has been on-costed to a third party. Acceptance of pre-lodgement meetings will not be confirmed, prior to payment.
- ✓ No refund of fees will be made unless the meeting is cancelled or postponed at the applicant’s request no less than five (5) business days before the scheduled meeting date.
- ✓ A pre-lodgement meeting can be requested by email with attached supporting documents as stipulated under Part 4 of this form via [planningenquiries@goulburn.nsw.gov.au](mailto:planningenquiries@goulburn.nsw.gov.au).

Applicants signature:		Date:	
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