DEVELOPMENT APPLICATION PRE-LODGEMENT CONSULTATION

1. What is a pre-lodgement meeting?

Pre-lodgement meetings are for people who intend to lodge a Development Application and would like advice and assistance in the early stages of the planning and design of their development proposal.

Pre-lodgement meetings help identify key issues and ensure applicants are on the 'right track'. They are not intended to investigate every detail of the development proposal as this is covered through the formal development assessment process.

One of the advantages of attending a pre-lodgement meeting in the early stages of preparing a Development Application is that it will assist you to prepare a full and detailed Development Application and will allow Council to be able to process the Development Application more efficiently.

When a pre-lodgement meeting has been held the applicant has the opportunity to listen to the advice provided by Council Officers.

Important Information

- While the advice at a pre-lodgement meeting is given in good faith, it in no way binds a decision made by Council.
- While there is no guarantee the outcome of your Development Application will be a favourable determination, a pre-lodgement meeting is beneficial as Council Officers can provide early comments on your proposal and specific investigations. We also highlight any major concerns or issues that you need to address prior to lodging an application.
- Pre-lodgement meetings are not intended for general planning or development enquiries. For general planning or development enquiries, please speak to one of our Council Officers by:
  - phoning Broken Hill City Council on 08 8080 3300, or
  - visiting Council's Administrative Centre at 240 Blende Street, Broken Hill.

2. When and where are pre-lodgement meetings held?

Pre-lodgement meetings are held at Council's Administrative Centre, on Tuesday and Wednesday afternoons with prior appointments.

3. What should you expect from a pre-lodgement meeting?

A Council Officer(s) will attend your pre-lodgement meeting. A Planning Officer and/or relevant Manager will chair the meeting and other relevant technical experts will also attend the meeting.

At the meeting you can discuss:

- initial concepts;
- detailed design aspects;
- specialist technical requirements (BCA advice will be limited to deemed-to-satisfy provisions).

Council Officers will give their professional opinion on the proposal and provide guidance where possible. However, the meeting is not intended to pre-empt the outcome of the Development Application.

If you proceed to formal lodgement of a Development Application Council will assess your Development Application against the *Environmental Planning and Assessment Act 1979* and the specific environmental planning instruments and policy documents that apply within the Broken Hill City Council area. Submissions received in relation to your application will also be considered.

4. What can you do to ensure a good outcome from your pre-lodgement meeting?

The quality of advice given depends on the accuracy of the information you provide. It is essential you research the proposal to identify relevant issues to raise at the meeting. You should provide as much detail as possible about the proposal, including:

- site plan;
- photographs of the site and the surrounding area;
- a brief Statement of Environmental Effects, detailing:
  - a history of the site;
  - details of design issues that need to be discussed;
  - compliance table;
  - details of any non-compliances/variations from Council's planning controls and development standards and any justifications for these variations;
  - details of any likely issues such as: increase in traffic, stormwater, noise, infrastructure needs, environmental and heritage;
- any other information that you feel Council needs to assess your pre-lodgement application.

With regards to the plans lodged, Council does not need fully worked up plans (plans ready for Development Application lodgement).

5. How do I arrange a pre-lodgement meeting?

Step 1 – Obtain a pre-lodgement meeting request form

Pre-lodgement meeting request forms can obtained:

- on Council's website
- by phoning Broken Hill City Council on 08 8080 3300
- by visiting Council's Administrative Centre, Customer Relations Counter.

Step 2 – Submit form and supporting information

Requests for a pre-lodgement meeting may be submitted in person at Council's Customer Relations Counter, Administrative Centre, 240 Blende Street, Broken Hill. Application forms can also be emailed to council@brokenhill.nsw.gov.au. The request is to include:

- a completed pre-lodgement form,
- two sets of plans and other supporting documentation, and
- payment of the required fees

Step 3 – Arrange a time to meet

Following receipt of your request, Council will confirm the meeting date, time and place via email/letter. Please contact Council if you haven't received a meeting date within five working days of lodging your application.

Note: Meetings will be booked based on the date of which the application has been received. Council does try to meet requests for specific dates but this cannot be guaranteed due to the large number of requests received by Council.

If you have supplied inadequate information with your request, the Council Officer assigned to the application may contact you to advise whether further information is required before the meeting.

Step 4 – The meeting

At the end of your pre-lodgement meeting, Council Officers will document issues discussed and recommendations made for your proposal. Council will send a copy of this information to you within 14 working days of the meeting. Any delays in sending the notes will generally be advised in advance; either at the meeting or directly after the meeting.

Note:

- All plans and documents need to be submitted to Council at least seven working days prior to the meeting or the meeting will need to be postponed
- Plans and documentation may be emailed or hand delivered
- All hard copy applications are to be accompanied by a CD containing all documentation

BROKEN HILL
CITY COUNCIL

PRE-LODGEMENT MEETING APPLICATION FORM

SECTION 1 – APPLICANT DETAILS

Applicant Name:

Applicant Company Name (if applicable):

Postal Address:

City/Town: Postcode:

Email Address:

Phone: Mobile:

Signature: Date:

Capacity (Owner, Builder, Architect):

SECTION 2 – SUBJECT LAND

Details of land where development is proposed

Owner:

Property Address:

City/Town: Postcode:

Lot/DP:

Sec No: Property Number:

SECTION 3 – DEVELOPMENT PROPOSAL

SECTION 4 – SPECIFIC ISSUES FOR DISCUSSION

SECTION 5 – PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record details to assess your application.

The intended recipients of the personal information collected includes Council officers or other agents contracted by Council. If necessary for reporting purposes, your name will be made publicly available via Council's Business Papers and on Council's website. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

The supply of your personal information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.

You may make an application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer by email council@brokenhill.nsw.gov.au or addressed to Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Your information will be collected and stored by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

SECTION 6 – OFFICE USE ONLY

Meeting Details/Minutes

Attending Participants

Name:	Area of expertise/relationship to proposal:

General Notes