



Warringah Council

Application for Pre-Lodgement Meeting

Address the application to:

The General Manager
Warringah Council
Civic Centre, 725 Pittwater Rd
Dee Why NSW 2099

Or

Customer Service Centre
Warringah Council
DX 9118 Dee Why

If you need help lodging your application:

Phone our Customer Service Centre on (02) 9942 2111 or come in and talk to us

Office Use Only

(Keep this blank)

December 11

Pre-lodgement meetings are only available Tuesdays, Wednesdays and Thursdays at 11.30am

PART 1 Applicant(s) Details

1. Applicant(s) details

Name and Title
(eg, Builder/Architect/Owner)

Address
 Postcode

Contact no (Phone/Fax/Mobile)
(for contact during business hours)

* For issue of meeting notes

Email *

Number of persons attending

Names of attendees

2. Property details

Unit no.

House no.

Street

Suburb Postcode

Nearest cross street

DP/Strata Plan no.

Lot no.

Name(s) of Owner(s)

Description of proposed development:

Optional: Council officers with previous knowledge of site/proposal

Applicant(s) Signature(s) Date

PART 2 Pre-Lodgement Meeting General Details

General

Pre-Lodgement meetings are an avenue in which the applicant can get some preliminary advice on applications about to be lodged. The applications considered at this meeting include, but are not limited to, Development proposals (including concept plans or staged development) for the construction of new buildings, alterations or additions to existing buildings, the use or occupation of land or buildings, subdivision, Planning Proposals (commonly known as LEP amendments or re-zonings) or proposals for site specific Development Control Plans

Required Information

All fees are to be paid at the time of application for Pre-Lodgement application

The detail of written advice Council will provide in response will depend on the level and detail of information provided by you for the pre-lodgement meeting.

Typical information to be submitted with this form (3 full sets of all documentation are required):

Development Application Proposals – Site analysis, floor plans, elevations, subdivision plan, general statement describing the proposal, Planning Proposals/DCP – Site analysis, concept drawings/maps of proposal, general statement describing the proposal

Applicants will be contacted upon receipt of application to arrange a mutually convenient meeting date

Costs per meeting

Meetings to be held with a Senior Officer and other appropriate officers. Minutes are taken and provided by Council within fourteen (14) working days of the meeting	\$600 per meeting
Meetings to be held with a Manager and other appropriate officers. Minutes are taken and provided by Council within fourteen (14) working days of the meeting	\$900 per meeting

Please tick

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

Note 1: A failure to provide any of the above may result in your application being returned and Council declining to have a meeting until appropriate documents are provided.

Note 2: The pre-lodgement service is available to all intending applicants with fees being applicable to all applications. A senior officer will generally chair meetings, with appropriate technical advisors being present.

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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