

Civic Centre, 1 Susan Street, PO Box 118, Auburn, NSW 1835 Australia
 Telephone: 9735 1222 Facsimile: 9643 1120 Email: auburncouncil@auburn.nsw.gov.au Web: www.auburn.nsw.gov.au

Pre-Lodgement Application Form

OFFICE USE ONLY

Fee Paid:	\$	Receipt Date:	
Receipt No:		Application No:	

ABOUT THIS FORM

This information is provided to help you prepare for a Pre-Lodgement meeting.

Before an appointment for a Pre Lodgement meeting is made **YOU MUST** do the following:

- Examine Council's codes, policies and planning instruments to determine whether your proposal would comply with relevant Council requirements. You must submit a detailed summary/ description of the development and prepare a table (or similar) comparing the proposal to all the controls that apply to the site.
- Carry out and document a site analysis, which identifies constraints and opportunities for the site and relates the site to adjoining sites.
- Briefly describe the development options you have considered for the site to demonstrate the suitability of the development for the site. This can be a statement and/or sketch plan.
- Prepare preliminary plans drawn to scale including a site plan, floor plans showing accurate levels, elevations and storm-water disposal method.
- Once you have prepared all of the above, complete the following details and return this form to Council with the required information attached. Council will then contact you and arrange a suitable meeting time.
- If you wish to meet with Council for a preliminary discussion to firm up setbacks and building envelopes, due to the irregular shape of the allotment or other unusual site constraints, it may not be necessary to submit a table of compliance, as another pre-lodgement meeting will be required. However, site analysis documentation and familiarity with the relevant controls is essential.

LOCATION & PROPERTY DESCRIPTION

This will help us to correctly identify the land. You must indicate the correct Lot and DP or SP – get these from rates notices, property deeds or if unsure, ask us for assistance.

Address:	
Lot & DP/SP:	

REQUEST FOR PRE-LODGMET MEETING

Details of proposal, applicant and contact details required.

Applicant's Name(s):			
Applicant's Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Contact Person:	
Email:			
Applicant's Signature(s):			
Details of proposal:			

PRIVACY POLICY

Some of the information that Council is collecting from you in this form is 'personal information' for the purposes of the *Privacy & Personal Information Protection Act 1998 ("PIIP Act")*. The supply of the information by you is voluntary. If you do not provide the information, Council will be unable to process your application. Council is collecting this personal information from you in order to process your application in accordance with the *Environmental Planning & Assessment Act 1979*. You may make an application for access or amendment to your personal information. The information will be retained by Council and stored in a register that can be viewed by the public at any time in accordance with the *Local Government Act 1993*. Your application may be advertised to the public for comment, in accordance with Council policies and relevant legislation. You may make a request that Council suppress your personal information from a public register in accordance with the PPIIP Act. For more information about your privacy please contact Auburn Council.

HOW TO LODGE THIS APPLICATION

Address the application to:	The General Manager, Auburn Council, PO Box 118, Auburn. NSW 1835	
Courier:	Civic Place, 1 Susan Street, Auburn. 2141	
Contact us by Phone & Fax:	Ph: (02) 9735 1222	Fax: (02) 9643 1120
Email/Web:	Email: auburncouncil@auburn.nsw.gov.au	Web: www.auburn.nsw.gov.au
Office Hours:	8.30am-4.00pm Monday to Friday	Cash payments accepted between these hours.
Fees:	Fees are calculated in accordance with Council's current Schedule of Fees and Charges. Please ask us for the fee charged.	
Payment Method:	Payment is by cash or cheque. Do not send cash in the mail.	Make cheques payable to Auburn Council. Payments may also be made through Bankcard, Visa, EFTPOS or MasterCard.
Acknowledgements:	We will acknowledge that we have received your application and some fees may attract GST. These will be shown on your receipt.	
Making a personal visit?	Civic Place, Customer Service Counter, 1 Susan Street, Auburn. 2141	
	PLEASE NOTE: APPLICATIONS RECEIVED BY EMAIL OR FAX CANNOT BE ACCEPTED.	

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PRE-LODGMET MEETING

Property Address	
Proposal	

DESCRIPTION	NOTES	Copies Required	Submitted	Office Use Only
Application Form	The application form must be correctly completed.	1	<input type="checkbox"/>	<input type="checkbox"/>
Fee	In accordance with Council's Schedule of Fees & Charges. A fee applies to Council's Pre-lodgment Service.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan & Site Analysis	Site Plan and Site Analysis as detailed in Council's General Requirements Development Control Plan.	4	<input type="checkbox"/>	<input type="checkbox"/>
Schematic design drawings (plans, elevations, etc)	Drawings of proposed development – (1:100 Scale / 1:200 & reduced to A3). All plans are to be folded.	4	<input type="checkbox"/>	<input type="checkbox"/>
Statement describing proposal & comparison with controls	Should include a description & an assessment of the proposal against relevant Local Environmental Plan and Development Control Plan controls.	4	<input type="checkbox"/>	<input type="checkbox"/>
Brief description of all development options considered.	Can be in written format or concept drawing	4	<input type="checkbox"/>	<input type="checkbox"/>
Other information to assist Council	Please list details below	4	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY

Is the Pre-lodgment Meeting application ok for lodgement? Yes No

Full name of Duty Officer

Signature of Duty Officer

Date

THE FOLLOWING ADDITIONAL INFORMATION MUST BE SUBMITTED PRIOR TO COUNCIL ACCEPTING THIS PRE-LODGMET MEETING APPLICATION (TO BE COMPLETED BY DUTY OFFICER):