

APPLICATION FOR PRE- DEVELOPMENT APPLICATION MEETING

Purpose of Pre-development Application Meetings

The purpose of a Pre-Development Application Meeting is to provide preliminary advice and assistance with regard to the planning and design of a development proposal. Following the meeting, a summary of the outcomes and primary issues discussed at the meeting will be provided to the applicant.

IMPORTANT NOTE:

The Pre-Development Application Meeting is not intended to provide an authoritative statement as to the likely outcome of a development proposal. A decision can only be made following the lodgement of a Development Application and completion of the assessment process.

Required Documentation

In general, the nature and accuracy of the information provided as part of the application will determine the amount and quality of advice that can be provided. It is advisable that you provide conceptual plans detailing the proposal and additional information on any matters, concerns and issues you wish to raise at the meeting. If you have supplied inadequate information with your application, Council will contact you to advise whether further information is required before the meeting.

Meeting Organisation

Upon receipt of the application, the allocated Council Officer will contact the applicant to organise a convenient date / time (during opening hours, Monday to Friday only). Please contact Council if you have not received a meeting date within fourteen (14) working days of lodging your application.

Application Fee

Appropriate fees/charges must be paid at time of lodgement. Pre-lodgement meeting fees are in accordance with Council's adopted fees and charges (see [Fees and Charges](#) on Council Website).

What Information is required?

Pre-lodgement applications are to be submitted electronically via email including one (1) paper copy set of all plans A4 size and documentation in colour.

1. Site plan, floor plans, elevations and sections for all proposed buildings (scale of 1:100 or 1:200 at A3)
2. Site and context analysis (refer below)
3. Stormwater concept diagram
4. Materials, colours and finishes schedule
5. Access and parking arrangements
6. Draft landscape plan
7. Photographs of the site and surrounding area
8. Streetscape analysis showing a minimum of two buildings either side
9. Non-compliances/variations from Council's planning controls.
10. Design issues that need to be discussed
11. Details of any likely issues such as heritage, traffic, stormwater drainage, infrastructure needs, landscaping matters and environmental impacts
12. Any other information you feel Council may need to assess your application

How to lodge Pre-Development Application form?

The Pre-Development Application form and supporting documents can be emailed to council@strathfield.nsw.gov.au.

A Customer Service Representative will then contact you on the number you have provided to finalise payment for your application.

Strathfield Council accepts payments by bank cheque, EFTPOS or credit card. Only Visa or Mastercard credit cards are accepted. Bank Cheques should be made payable to 'Strathfield Municipal Council'.

Credit payments can be made by phone call to Council's Customer Service on 9748 9999.

Location and Title Description of

Property Unit / shop / suite:

Street address:

Suburb:

Postcode:

Legal description of all properties involved:

Lot/s:

Section/s:

Deposited Plan (DP) / Strata Plan (SP):

Lot/s:

Section/s:

Deposited Plan (DP) / Strata Plan (SP):

Existing use of the site:

Estimate cost of works:

Describe What You Propose to Do

Provide a detailed description of your proposal

Describe Any Matters That You Wish to Discuss

Please list the particular matters that you would like to discuss (for example, Flooding, Heritage, Drainage, Tree Removal, Setbacks, Height of Ceilings, Parking, Operational Hours).

Applicant's Declaration (Applicant's Details)

Title: _____

Full family name (no initials) or Company:

Full first name/s (no initials) or ACN/ABN:

Postal address:

Phone (business):

Mobile:

Fax:

E-mail address:

Qualification of applicant (membership registration or accreditation number, if applicable):

I hereby make the application as outlined and declare that all the information provided is true and correct. I also understand that if the information is incomplete the application may be delayed or rejected, or more information may be requested. I acknowledge that if the information provided is misleading any approval granted may be void. I accept that Council cannot be held liable for delays in processing arising out of inadequacies in the material submitted in support of this application.

Applicant Signature:

Date:

PRIVACY STATEMENT

Strathfield Municipal Council (the 'Council') manages privacy and personal information in accordance with relevant legislation and Council's Privacy Management Plan. Information on how Council handles your personal information is explained in Council's Privacy Management Plan.

Council collects and stores personal information from this application for the purposes of assessing and determining the application for seasonal hire of Council's sportsgrounds. You accept the provision of personal information is voluntary but failing to provide all or part of the sought after information may mean Council may not process your application. Information provided by you may be accessed by government agencies and members of the public in accordance with relevant legislation. Council is to be regarded as the agency that holds the information.

Under the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009 you can apply to access records of personal information Council holds about you, and then apply to amend or correct personal information.

You can access your personal information by writing to Council's Privacy Contact Officer at PO Box 120, Strathfield NSW 2135. You can view Council's Privacy Management Plan by visiting www.strathfield.nsw.gov.au/page/council/privacy-management