

**PLANNING PROPOSAL PRE- LODGEMENT MEETING FORM**

**PART 1- APPLICANT(S) DETAILS**

Name and Title (e.g. Owner/consultant):

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Phone No:

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Names of persons attending the Pre-Lodgement Meeting:

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 .....  
 .....

Applicant(s) signature:

Date:

**PROPERTY DETAILS**

<b>House No:</b>	<b>Street:</b>	<b>Suburb:</b>
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Name of Owner(s):

**Legal Description:**

<b>Lot no:</b>	<b>Sect:</b>	<b>DP/SP:</b>
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**DESCRIPTION OF PROPOSED AMENDMENTS TO STRATHFIELD LEP 2013**

Please tick all applicable amendments:

- |                          |                         |                          |  |
|--------------------------|-------------------------|--------------------------|--|
| <input type="checkbox"/> | Land Use zoning         | <input type="checkbox"/> | Heritage                                 |
| <input type="checkbox"/> | Height of building      | <input type="checkbox"/> | Minimum Lot Size                         |
| <input type="checkbox"/> | Floor Space Ratio (FSR) | <input type="checkbox"/> | Additional Permitted Uses                |
| <input type="checkbox"/> | Key Sites               | <input type="checkbox"/> | Other (provide brief description below): |

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 .....

**Please provide a brief description of the planning proposed:**

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**PART 2 – GENERAL DETAILS**

**General**

Council strongly encourages all proponents to attend a pre-lodgement meeting when seeking to amend the Strathfield Local Environment Plan or Development Control Plan. This may include amendments to a change in zoning or proposals that seek to vary the building height or floor space ratio of a specific site(s).

**Required Information**

- Architectural concept drawings, including a detailed site analysis and location map.
- General statement describing the proposal.
- General Statement identifying the relevant section(s) of the relevant environmental planning instrument that is proposed to be amended.
- 2 full hard copy sets and one (1) single electronic copy of all documentation

Depending on the complexities of what the application is proposing, Council may request additional information to be submitted before confirming a meeting date.

**Fees**

All fees are to be paid at the time of application for Pre-Lodgement meeting in accordance with Council’s annual fees and charges.

All meetings will be chaired by a Manager and attended by other technical officers. Minutes will be taken and provided to the proponent within fourteen (14) working days of the meeting.

The minutes will highlight the main issues discussed and the meeting’s outcome. The level of detail provided by Council will be dependent on the information provided at time of lodgement.

A failure to provide any of the required information may result in the application being returned.

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

OFFICE USE ONLY		
Reference: PPPM:20 _____	Fee: \$	Received by post <input type="checkbox"/>
Date:	Receipt No:	Received in person <input type="checkbox"/>