

Development Application Pre-Lodgement Services



If you need help lodging your form, contact us		
Email	council@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	2102
TRIM Ref.	
Last updated	February 2022
Business unit	Development Assessment
Application no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Pre-lodgement services
<p>Written advice on a single planning issue For simple matters or a single planning issue on Class 1 residential proposals or change of use of premises Council will provide written planning advice.</p> <p>Written advice with a meeting on a single planning issue For simple matters or a single planning issue on Class 1 residential proposals or change of use of premises where an explanation of the proposal is required Council will provide written planning advice and a short meeting.</p> <p>Formal Pre-Lodgement Meetings including advice from internal referrals This service includes a meeting between applicants and council officers and is recommended where planning matters exceed a single planning issue. Meetings are available on Tuesdays and Thursdays and are held via Microsoft Teams.</p> <p>Pre-Lodgement for Major Development - Design and Sustainability Advisory Panel (DSAP) Meeting and Pre-lodgement Meeting This service is for major developments, such as SEPP 65 developments, Shop-Top housing, Multi-Unit housing, Boarding houses, Seniors housing and large commercial and industrial developments. It involves a DSAP meeting to obtain advice on architecture/urban design, landscape and sustainability issues followed by a separate Pre-lodgement meeting to address the balance of the issues, such as planning, heritage, traffic, engineering, flooding, ecological and waste. To apply for this service, complete Form#2100 on Council's forms' page.</p>

Pre-lodgement requirements
<p>To prevent delays with the processing of your application, please ensure the following is provided in PDF format:</p> <ul style="list-style-type: none"> • Completed application form including payment (fees - refer page 2) • 1 electronic copy of plans (1 PDF document labelled Plans - Master Set) • Supporting documents/reports to be discussed at the meeting (separate PDF documents clearly labelled) <p>Note: council's method of lodgement is via email to DAPrelodgements@northernbeaches.nsw.gov.au</p>

Part 1: Address Of Proposal

Location of the property (We need this to correctly identify the land. These details are shown on your rates notice)						
Unit Number		House Number		Street		
Suburb					Postcode	
Legal Property Description <small>This information must be supplied, refer to Rates Notice</small>	Lot			DP/SP		

Part 2: Applicant(s) details

Applicant(s) - The applicant is the person Council will communicate with.			
Company/Organisation (if applicable)			
Given Name(s)		Surname	
Postal Address			
Suburb		Postcode	
Contact Number(s)			
Email (Mandatory)			
Name of Attendee(s) and their Role/Capacity			
Specify unavailable meeting dates here (meetings are held on Tuesday and Thursday)		Is the site accessible for site inspections (if necessary)	Yes No

Part 3: Proposed development and fees

Description of proposed development			
Issues for discussion (Itemise the issues you wish to obtain specific feedback on) For example; heritage, flood, natural resources development controls, previous council contact or application.			
Estimated cost of works *required information		\$	
Written advice on a single planning issue fees:			
Written planning advice only on a single planning issue			\$270
Written planning advice and meeting on a single planning issue			\$360
Pre-Lodgement Meeting fees:			
Development with estimated cost up to \$500,000			\$840
Development with estimated cost between \$500,001 - \$2,000,000			\$1,110
Development with estimated cost between \$2,000,001 - \$5,000,000 or subdivision up to 5 lots			\$1,390
Development with estimated cost between \$5,000,001 - \$20,000,000 or subdivision between 6 - 20 lots			\$1,660
Development with estimated cost greater than \$20,000,001 or subdivision more than 20 lots			\$2,210

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

Note 1: In order for your request to proceed, please provide all required information as detailed on page 1 (Lodgement Requirements).

Note 2: The pre-lodgement service is available to all intending applicants with fees being applicable to all applications.

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.