



If you need help lodging your form, please contact us		Office use only		
<b>Email</b>	council@northernbeaches.nsw.gov.au	<b>Form ID</b>	2102	
<b>Phone</b>	1300 434 434	<b>TRIM Ref</b>		
<b>Customer Service Centres</b>	<b>Manly</b> Town Hall, 1 Belgrave Street Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099	<b>Last Updated</b>	Mar 2021
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107	<b>Business Unit</b>	Development Assesment
			<b>Application No.</b>	<input type="text"/>
			<b>Receipt No.</b>	<input type="text"/>

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

<b>PRE-LODGEMENT SERVICES</b>
<p><b>Written advice on simple matters or a single planning issue</b> 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><b>Written advice with a meeting on simple matter or single planning issue</b> 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><b>Formal Pre-Lodgement Meetings including advice from internal referrals</b> DA Pre-Lodgement Meetings provide preliminary advice on large and/or complex proposals prior to the lodgement of a Development Application. Meetings are available on Tuesdays and Thursdays and are held via Microsoft Teams.</p>

<b>LODGEMENT REQUIREMENTS</b>
<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"> <li>• Completed application form including payment (fees - refer page 2)</li> <li>• 1 electronic copy of plans (1 PDF document labelled Plans - Master Set)</li> <li>• Supporting documents/reports to be discussed at the meeting (separate PDF documents clearly labelled)</li> </ul> <p><b>Note:</b> council's method of lodgement is via email to council@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)						
<b>Unit Number</b>	<input type="text"/>	<b>House Number</b>	<input type="text"/>	<b>Street</b>	<input type="text"/>	
<b>Suburb</b>	<input type="text"/>				<b>Postcode</b>	<input type="text"/>
<b>Legal Property Description</b> <small>This information must be supplied, refer to Rates Notice</small>	<b>Lot</b>	<input type="text"/>	<b>DP/SP</b>	<input type="text"/>	<input type="text"/>	

## 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				\$
<b>Written advice on simple matters or a single planning issue fees:</b>				
Written planning advice only on simple matter or single planning issue				\$260
Written planning advice and meeting on simple matter or single planning issue				\$350
<b>Pre-Lodgement Meeting fees:</b>				
Development with estimated cost up to \$500,000				\$810
Development with estimated cost between \$500,001 - \$2,000,000				\$1,080
Development with estimated cost between \$2,000,001 - \$5,000,000 or subdivision up to 5 lots				\$1,350
Development with estimated cost between \$5,000,001 - \$20,000,000 or subdivision between 6 - 20 lots				\$1,610
Development with estimated cost greater than \$20,000,001 or subdivision more than 20 lots				\$2,150

\*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.

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ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card																
Card Number																
Expiry Date																

Signature															
Daytime Phone Number						Date									
Email for receipt															

Please note: All credit card payments are subject to a 0.7% service fee

Office Use Only															
Application No.															

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