



If you need help lodging your form, please contact us		Office use only																					
Email	council@northernbeaches.nsw.gov.au	Form ID	2100																				
Phone	1300 434 434	TRIM Ref																					
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated January 2022																				
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit Development Assesment																				
		Application No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
		Receipt No.																					

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
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GENERAL
Design & Sustainability Advisory Panel (DSAP) & Prelodgement Meeting (PLM) This service is inclusive of two separate meetings and is required for major developments, such as SEPP 65 developments, Shop-Top housing, Multi-Unit housing, Boarding houses, Seniors housing and large commercial and industrial. Step 1 - DSAP Meeting: Meet with our panel of independent design and sustainability experts, who provide high level independent expert advice on urban design, architecture, landscape architecture and sustainability. Step 2 - Pre-Lodgement meeting: Meet with Council staff to address the balance of issues, such as planning, heritage, traffic, engineering, flooding, ecological and waste. DSAP Meetings are held on the last Thursday of each month and Pre-Lodgement Meetings are held weekly on Tuesdays and Thursdays. The Pre-Lodgement meeting will be scheduled 2 weeks after the DSAP meeting. This is a required timeframe to allow for the finalisation of meeting reports and documentation.

LODGEMENT REQUIREMENTS
To prevent delays with the processing of your application, please ensure the following is provided in PDF format: <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) • A comprehensive analysis of site and surrounding area • Supporting documents/reports to be discussed at the meeting (separate PDF documents clearly labelled) e.g. Design Statement, Statement of Environmental Effects etc. Note: Council's preferred method of lodgement is via email to council@northernbeaches.nsw.gov.au

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)			
Number of persons attending			
Name of Attendee(s) and their Role/Capacity			
Specify any unavailable dates for Pre-Lodgement meetings (held on Tuesdays and Thursdays), for the next two months. Note, your application will be allocated to the soonest available DSAP meeting, followed by the next possible Pre-Lodgement meeting.			

Part 3: Proposed development and fees

Description of proposed development		
Key topics for discussion		
Estimated cost of works *required information		\$
Design Sustainability Advisory Panel (DSAP) & Pre-Lodgement Meeting (PLM) fee:		
DSAP & PLM Meeting		\$3,000

*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 DSAP & PLM 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 DSAP & PLM 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.

Note 5: Additional fees may be payable should further meetings be required.

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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															

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Office Use Only															
Application No.															

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