



If you need help lodging your form, please contact us		Office use only																					
Email	council@northernbeaches.nsw.gov.au	Form ID	2057																				
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 September 2020																				
	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
Intended recipients:	Northern Beaches Council staff
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GENERAL
<p>Development Application (DA) Pre-Lodgement Meeting</p> <p>DA Pre-Lodgement Meetings provide the applicant an opportunity to obtain preliminary advice on development proposals prior to lodgement of a formal Development Application. Meetings are available on Tuesdays and Thursdays only and are held via Microsoft Teams. Meetings will be held approximately 2-3 weeks from the date of receipt of the application and notes will be sent to the applicant approximately 14 days from the date of the meeting.</p> <p>Design Sustainability Advisory Panel (DSAP) Meeting</p> <p>Where a development proposal is for a boarding house, multi-unit housing, SEPP 65, as well as large commercial or industrial applications, Council recommend applicants attend a DSAP Meeting prior to submitting your development application. Northern Beaches DSAP provide high level independent expert advice on urban design, architecture, landscape architecture and sustainability. DSAP meetings are held on the last Thursday of each month. The fee for the DSAP meeting also includes a DA Pre-Lodgement Meeting.</p>

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 preferred 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)					
Unit Number		House Number		Street	
Suburb					Postcode
Legal Property Description <i>This information must be supplied, refer to Rates Notice</i>	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 unavailable meeting dates here (meetings are held on Tuesday and Thursday)			

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		\$
Pre-Lodgement Meeting fees:		
Development with estimated cost up to \$500,000		\$785
Development with estimated cost between \$500,001 - \$2,000,000		\$1,045
Development with estimated cost between \$2,000,001 - \$5,000,000 or subdivision up to 5 lots		\$1,305
Development with estimated cost between \$5,000,001 - \$20,000,000 or subdivision between 6 - 20 lots		\$1,565
Development with estimated cost greater than \$20,000,001 or subdivision more than 20 lots		\$2,085
Design Sustainability Advisory Panel (DSAP) fees:		
Combined DSAP and Pre-Lodgement 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 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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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

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Application No.															

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