



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 June 2021
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit Development Assesment
		Application No.	<input type="text"/>
		Receipt No.	<input type="text"/>

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

GENERAL
Design & Sustainability Advisory Panel (DSAP) & Prelodgement Meeting (PLM)
This service is inclusive of two meetings. A DSAP meeting with independent design and sustainability experts, followed by a Pre-Lodgement meeting. A DSAP meeting is required for the following application types: Boarding house, multi-unit housing, SEPP 65, as well as large commercial or industrial applications. Council also requires applicants to attend a Pre-Lodgement meeting prior to lodgement of a Development Application. The panel 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.

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 <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			

Part 3: Proposed development and fees

Description of proposed development			
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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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: Payment card surcharge of 0.5% applies

Office Use Only															
Application No.															

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