



DEVELOPMENT APPLICATION LODGEMENT SERVICE

Development Advisory Service

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This is a free appointment based service great for customers who are ready to lodge their Development Application.

Customers can make appointment with a Development Advisory Services Officer using Council's online booking system available from Council's website.

Service Offering

Customers will be allocated a 45 minute interview time to have their application reviewed by a Development Advisory Officer against the [DA Checklist](#).

If the application is considered complete, the customer will be encouraged to lodge their development application with Council.

If the application is considered to be incomplete, the application will not be accepted. The customer will be provided with a list of outstanding information that must be addressed prior to lodgement.

A copy of the list of outstanding information will be kept on file for future reference when the customer returns ready for lodgement.

Incomplete Applications

Customers who insist on lodging incomplete applications will be issued with a Notice of Intention to Reject the Development Application once lodged.

Appointment Availability

Appointments are available Tuesday afternoons at 2pm, 3pm and 4pm. Demand for this service will be monitored and more appointment times may become available if the demand is high.

Submission Requirements

Customers are required to bring everything listed on the DA Checklist to the appointment including but not limited to:

- Completed Application Form
- All required plans
- Statement of Environmental Effects
- All specialist reports
- Owners consent
- Political Donations & Gifts Disclosure Statement (if required)

Customers should attend the interview with payment ready, should the application be ready for lodgement.

Service Standards for the DA Lodgement Service

DA Lodgement Service	Service Standard
Online booking access	24 hour/day
Appointment with DAS Officer	By appointment
Meeting duration	45 minutes

Mandatory

DA Lodgement Interviews are not mandatory, but encouraged as a way to reduce delays in processing times due to incomplete or deficient applications.