



PRE-LODGE MENT ADVISORY SERVICE

Development Advisory Service

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Requests for additional information or requests to resolve non-compliances after lodgement are the most common causes of delay in processing a development application (DA).

The Pre-Lodgement Advisory Service is specifically targeted at reducing these delays and providing customers with a detailed assessment of their proposal before they officially lodge their DA with Council.

This is a fee based service which offers a range of affordable pricing options for customers, for both residential and non-residential developments based on the estimated cost of work.

Service Offering

There are five service offerings available to customers:

- Full detailed assessment of a site specific development proposal - Written advice only.
- Full detailed assessment of a site specific development proposal - Written advice and meeting.
- Single issue advice or advice on proposed non-compliances (e.g. deficient site car parking or non-compliance with setback controls) - Written advice and/or a meeting.
- Research and interpretation advice on complex matters such as existing use rights or permissibility – Written advice and/or meeting.
- Confirmation of ‘Exempt Development’ - Written advice.

Cost of Pre-Lodgement Service

Fees for the Pre-Lodgement Advisory Service are outlined in Council’s adopted [Fees and Charges](#) under the heading ‘Development Advisory’.

Prices start from \$210 for residential developments and \$250 for non-residential developments. Prices are relative to the estimated cost of work for the proposal making pre-lodgement advice affordable for all customers.

Customers can contact Customer Service or the Development Advisory Team on (02)9330 6400 for a quote for this service.

Applying for the Pre-Lodgement Service

Customers must complete the [Pre-DA Application Form](#), pay the nominated fee and lodge the application with the information required by the [Pre-DA Checklist](#).

Service Standards for Pre-Lodgement Advice

Pre-Lodgement Service	Service Standard
Full detailed assessment – written advice only	4 weeks
Full detailed assessment - Meeting Written advice	3 weeks 2 weeks (from meeting date)
Single issue written advice only	4 weeks
Research & interpretation written advice only	4 weeks
Exempt Development written advice only	2 weeks

Submission Requirements

The detail and specificity of advice provided by Council is dependent on the detail provided in the architectural plans and supporting documentation.

As a minimum, the following information must accompany the completed Application Form and Checklist:

- Survey Plan (showing existing buildings, levels, vegetation, easements etc.).
- Concept Site Plan and Site Analysis Plans showing the building footprint, car parking, vehicle access arrangements, landscaping and all key features of the site and the proposal.
- Typical elevations.
- Shadow diagrams.
- Conceptual floor plans.
- Detailed written description of the proposal and a statement identifying any areas of non-compliance with the relevant planning instruments and codes.
- Numerical compliance table.
- Any other useful information to assist Council officers in providing detailed advice.

All plans should be drawn to a scale of 1:100 or 1:200 and include dimensions.

Duration and Location of Meeting

Pre- Lodgement Meetings take 45 – 60 minutes and are held at the Georges River Council Service Centre in Hurstville.

Attendance at Meetings

A specialist and experienced project team will be engaged for the Pre-Lodgement Meeting by the Team Leader Development Advisory Service. The selected specialists will vary depending on the issues associated with the specific development. These specialists could include:

- Senior Strategic Planners
- Senior Drainage Engineers
- Senior Accredited Building Surveyors
- Senior or Consulting Arborists
- Heritage Advisor

A qualified and experienced town planner will be responsible for undertaking the assessment of the proposal and coordinating the advice and meeting attendance by the specialists.

The Team Leader Development Advisory Service will chair all Pre-Lodgement Meetings.

The customer who applied for the Pre-Lodgement advice usually attends the meeting accompanied by their architect and any other specialist with detailed knowledge of the proposal.

Written Advice

Formal written development advice and minutes of the Pre-Lodgement Meeting will be provided to the customer 2 weeks after the meeting date.

For further information or questions about this service, please contact the Team Leader-Development Advisory Service on (02) 9330 6400.