

## Pre-Lodgement and Design Review Application Form

Use this form when you wish to have a Pre-Lodgement meeting and or Application to the Design Review Panel as a precursor to lodging a formal Development Application.

### Advisory Notes

- An incomplete/illegible submission may result in rejection of your application or delays. Please refer to the **Application Checklist** attached to ensure all required documents are provided prior to submission.
- All information (on a USB) must be provided to enable assessment of your proposal. The more information you submit, the more advice can be provided.
- Application fee must accompany application – Refer to Schedule of Fees and Charges.
- Pre-lodgement meetings are for anyone who intend to lodge a development application and would like advice and assistance in the early stages of the planning and design of their development proposal.
- While the advice at a pre-lodgement meeting is given in good faith, it in no way binds a decision made by Council.

**NOTE:** **Part A** of this application form **must** be provided separately in the electronic copy of documentation. **Part B** of this form, with your completed details, may be publicly available on Council's website.

### Part A - Applicant and Site Details

#### Applicant Details

CSO Checked

Company/organisation:

ABN:

**If Applicant is a Company:** Application form must be signed by 2 directors or a director and the company secretary. In the case of a proprietary company that has a sole director, that director only must sign and must indicate that he/she is the sole director. **An ASIC search must be attached to the application form.**

Mr  Ms  Mrs  Dr  Other

Name:

Street address:

Suburb

Postcode:

Postal Address:

Phone:

Mobile No:

E-mail address:

Signature:

Date:

Position:

Signature:

Date:

Position:

#### Development Site Address

Please list all properties subject to this application

Street Address:

Suburb:

Postcode:

Lot:

Section:

DP/SP:

Site Area (m<sup>2</sup>):

Floor Area (m<sup>2</sup>):

Registered Owners Details	
Organisation/Company Name (if applicable):	ABN:
Title:	Title:
Name	Name
Address:	Address:
Suburb:	Suburb:
Contact Number:	Contact number:
I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal business hours for the purpose of conducting inspections and taking photos relative to this application. I/we understand that all communication regarding this application will be through the nominated applicant.	
<b>If owner is a Company: Application form must be signed by 2 directors or a director and the company secretary. In the case of a proprietary company that has a sole director, that director only must sign and must indicate that he/she is the sole director. An ASIC search must be attached to the application form.</b>	
Signature:	
Position:	Date:
Signature	
Position:	Date:

Conflict of Interest	
Is the applicant or owner a staff member, councillor, or contractor of Georges River Council or is the applicant or owner related to someone who is a staff member, councillor, or contractor of Georges River Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes state relationship:
Is the application being submitted on behalf of an employee or Councillor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please explain nature of interest:

Privacy Notice
<p>Georges River Council is required under the <i>Privacy and Personal Information Protection Act 1998</i> to collect, maintain and use your personal information in accordance with the Information Privacy Principles. Your personal information is being collected to process your application. Council may use your personal information for the purposes of processing your application. Council is regarded as the agency that holds the information and in accordance with section 18(1)(b) of the <i>Privacy and Personal Information Protection Act 1998 (NSW)</i>, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the <i>Government Information (Public Access) Act 2009</i>, Council is obliged to allow inspection of its documents, including any application you make. You may apply to access or amend your information by contacting Council on 9330 6400 or at <a href="mailto:mail@georgesriver.nsw.gov.au">mail@georgesriver.nsw.gov.au</a></p> <p>I have read and understand the Privacy Statement</p> <p>Applicant's Signature: ..... Date: .....</p>



**Notes**

- The applications considered at pre-lodgement meetings include Development Applications, Modification & Review Applications and Staged Development for the construction of new buildings, alterations or additions to existing buildings, the use or occupation of land or buildings and subdivision of land or buildings. Team Leader – Development Advisory Services or senior staff will generally chair meetings, with appropriate technical advisers including heritage, engineering, landscaping or building surveyor, being present if required.
- Generally, additional fees are payable should further meetings be required.
- No refund of fees will be made unless the meeting is cancelled at the applicant’s request prior to assessment being carried out.

**Disclaimer**

The advice given by this service is intended as a guide only and in no way does Council accept any responsibility for loss or harm resulting in reliance upon the advice. The advice is given independent of the formal Development Application process and in no way is designed to influence or guarantee the outcome of the formal Development Application process. The advice is only for use by the person lodging the application with Council and not for use by any third parties. The advice provided does not take into account information such as, but not limited to, resident objections nor any draft environmental planning instruments, plans, policies or codes.

The advice provided relates only to the proposed application as submitted. Council accepts that the information given to it in support of the proposed development is accurate and if it is not the advice given cannot be relied on at all.

- I understand that the level and accuracy of the advice provided will depend on the quality and detail of the information provided.

I have read and understood the provisions set out above.

Applicant’s Signature: ..... Date: .....

Do you consider the meeting minutes to be commercial in confidence? YES NO



## Pre-Lodgement and Design Review Application Form

### Part B – Application Details

Part B of this document may be made available on the Georges River Council website.

#### Development Site Address

Please list all properties subject to this application

Street Address:

Suburb:

Postcode:

Lot:

Section:

DP/SP:

Site Area (m<sup>2</sup>):

Floor Area (m<sup>2</sup>):

#### Development Description and Proposal Details

- Signage/advertising   
  Use of land/building   
  Carrying out of works   
  Subdivision  
 Earth works   
  Construction of a building   
  Demolition   
  Other

Please provide a clear detailed description of the proposed development:

#### Specific Issues for Discussion

Itemise the issues you wish to obtain specific feedback on, for example; heritage, flood, development controls, previous council contact or application.

#### Attending Participants

Council limits this to a maximum of six (#6) participants as Council does not have meeting facilities large enough to cater for larger groups

#1 – Name

Area of expertise/relationship to proposal

#2 – Name

Area of expertise/relationship to proposal

#3 – Name

Area of expertise/relationship to proposal

#4 – Name

Area of expertise/relationship to proposal

#5 – Name

Area of expertise/relationship to proposal

_____	_____
#6 – Name	Area of expertise/relationship to proposal
_____	_____

Background	
Have you previously had a Pre - lodgement application consultation with Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes reference No. ....
Is the property affected by any easements?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes you must provide details on plans
Is the property affected by any covenants?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes you must provide details on plans
Is the property identified as a heritage Item in Hurstville or Kogarah LEPs	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes should provide heritage impact statement
Is the property on a flood controlled lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes should provide details
Does the proposal involve the removal of trees/extensive landscaping?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes you must provide details on plans
Does the proposal involve excavation of greater than 2.0m in depth?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes you must provide details on plans
Does the proposal involve works affecting storm water drainage?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes you must provide details on plans

Meeting Details	
Pre – lodgement meeting only	<input type="checkbox"/> Yes
Design Review Panel meeting (DRP) only	<input type="checkbox"/> Yes <b>Note: The registered architect or designer is to attend the DRP meeting</b>
Pre –lodgement meeting + Design Review Panel (DRP) meeting	<input type="checkbox"/> Yes If Yes do you want DRP to consider the proposal: <input type="checkbox"/> Before pre-lodgement meeting held or <input type="checkbox"/> After pre-lodgement meeting held <b>Note: The registered architect or designer is to attend the DRP meeting</b>

Estimated Cost of Works
A genuine and accurate estimated cost of works of the development including GST is:  \$ _____

Fees and Charges		
Advice Sought	Fee	Please tick
Single dwellings (alterations & additions, demolition, new dwellings, ancillary development & secondary dwellings)		
Pre – lodgement advice for works valued between \$0 – 1000,000 – Advise only no meeting	\$	<input type="checkbox"/>
Pre – lodgement advice for works valued between \$0 – 2000,000 – Advice & meeting	\$	<input type="checkbox"/>



Pre – lodgement advice for works valued between \$201,000 – 5000,000 - Advice & meeting	\$	<input type="checkbox"/>
Pre – lodgement advice for works valued between \$501,000 – 1 million - Advice & meeting	\$	<input type="checkbox"/>
Pre – lodgement advice for works valued greater than 1 million - Advice & meeting	\$	<input type="checkbox"/>
<b>Other Development (that does not fall into single dwelling or heritage advice)</b>		
Pre – lodgement advice for works valued between \$0 – 1000,000 – Advise only no meeting	\$	<input type="checkbox"/>
Pre – lodgement advice for works valued between \$0 – 1 million – Advice & meeting	\$	<input type="checkbox"/>
Pre – lodgement advice for works more than 1 million but less than 3 million – Advice & meeting	\$	<input type="checkbox"/>
Pre – lodgement advice for works more than 3 million but less than 10 million – Advice & meeting	\$	<input type="checkbox"/>
Pre – lodgement advice for works valued greater than 10 million – Advice & meeting	\$	<input type="checkbox"/>
<b>Single Issue Planning Advice</b>		
Single issue only – may or may not involve meeting	\$	<input type="checkbox"/>
<b>Design Review Panel Referrals</b>		
Estimated Cost of Construction < \$10 Million (per application)	\$	<input type="checkbox"/>
Estimated Cost of Construction > \$10 Million and < \$50 Million (per application)	\$	<input type="checkbox"/>
Estimated Cost of Construction > \$50 Million (per application)	\$	<input type="checkbox"/>
Administration Fee (per application)	\$	<input type="checkbox"/>
Subsequent Referrals 50% of the fee that was payable for the application	\$	<input type="checkbox"/>

<b>Further Follow up Meetings</b>		
Follow up Pre - lodgement application / consideration of additional information / amended design 50 % of the original pre - lodgement fee	\$	<input type="checkbox"/>

<b>Other Advice</b>		
Confirmation in writing that development is exempt	\$	<input type="checkbox"/>

<b>Office Use Only</b>	
PRE_____ / _____	Amount Paid: \$
Date:	Receipt No:
CSO (Print name):	

<b>Instructions for Applicants</b>	
Lodging an application requires a completed application form, supporting documentation and payment of the relevant fee.	
Fees and charges payable are shown in the Schedule of Fees and Charges available on our website. Payments can be by cash, cheque, EFTPOS and some credit cards (subject to a fee). Do not post cash. It is best to confirm fees before writing cheques. Dishonoured cheques will result in an application being cancelled and further charges to be added.	
Print form	Printed form can be submitted in person at Georges River Civic Centre or Kogarah Service Centres or it can be posted via the postal address Georges River Council, PO Box 205, Hurstville BC NSW 1481
<b>Lodge by E-mail:</b> <a href="mailto:mail@georgesriver.nsw.gov.au">mail@georgesriver.nsw.gov.au</a>	



**Lodge in person:** Georges River Council:

- Georges River Civic Centre  
Corner MacMahon & Dora Streets, Hurstville  
Open: 8.30am – 5.00pm, Monday to Friday
- Kogarah Service Centre  
Kogarah Town Square  
Belgrave Street, Kogarah  
Open: 8.30am to 12.00 noon

[www.georgesriver.nsw.gov.au/ContactUs](http://www.georgesriver.nsw.gov.au/ContactUs)

**Cashiering:** For application lodgement purposes Georges River Civic Centre hours are from 8:30am - 4:30pm & Kogarah Service Centre hours are from 8.30am – 12.00 noon.

**Lodge by mail:** Georges River Council, PO Box 205, Hurstville BC NSW 1481

**Cheques are to be made payable to:** Georges River Council

**Credit card:** Please call Georges River Council with credit card details

#### Electronic Lodgement Requirements

- All applications and supporting information must be submitted digitally as PDF files on a USB. Security settings, including passwords and editing restrictions must not be applied to electronic plans and documents.
- Each document or plan must be titled in the following format:

***Title of Plan or Document – Address of property.pdf***

**No punctuation (with the exception of the dash and “.pdf”) will be accepted.** Failure to name the files in accordance with these requirements will result in the rejection of the application.

- Each plan must be at a minimum A4 size and rotated to landscape orientation.

For more information in relation to the electronic lodgement of development applications please see:

<https://www.georgesriver.nsw.gov.au/StGeorge/media/Documents/Development/Fact-Sheet-DA-Electronic-Lodgement.pdf>

- I declare that the electronic data provided is a true copy of all plans and associated documents submitted. I declare that each document is a PDF no bigger than 5MB; named descriptively; and there are no security settings applied. I declare that the electronic data is not corrupted and does not contain any viruses. I understand that information provided on the USB will be publicly available. I have stored Part A and B of this form separately on the USB.

Applicant (print name): .....Date: .....

#### Hard Copy Lodgement Requirements

- Applications to be considered by the Design Review Panel must be accompanied by 3 sets of hard copy plans and supporting documents.
- The Development Application Form and letter of owners consent will be accepted in hard copy if a pdf version is unavailable.



Pre - Lodgement Checklist (The more information you submit, the more comprehensive advice can be provided)	Yes	N/A	Office Use
<p><b>Draft Statement of Environmental Effects</b> Your draft statement should contain:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction including overall concept, existing use, any relevant historical information, heritage, etc.</li> <li><input type="checkbox"/> Description of the site and its surrounding area</li> <li><input type="checkbox"/> Detailed description of proposed works</li> <li><input type="checkbox"/> Breakdown of the components of the proposal</li> <li><input type="checkbox"/> Use permissibility</li> <li><input type="checkbox"/> Zone objectives</li> <li><input type="checkbox"/> Justification for the preferred option</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Plans to Scale of 1:100</b> Your concept plans should include (wherever relevant):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site analysis</li> <li><input type="checkbox"/> existing structures</li> <li><input type="checkbox"/> all adjoining properties, buildings and window opening locations</li> <li><input type="checkbox"/> Site Plan indicating approximate levels</li> <li><input type="checkbox"/> Survey Plan</li> <li><input type="checkbox"/> setbacks</li> <li><input type="checkbox"/> cut and fill and finished floor areas</li> <li><input type="checkbox"/> materials and finishes in colour</li> <li><input type="checkbox"/> Car Parking layout including basements</li> <li><input type="checkbox"/> Garbage/ Waste disposal areas</li> <li><input type="checkbox"/> Floor plans indicating approximate levels</li> <li><input type="checkbox"/> elevations and sections indicating approximate levels</li> <li><input type="checkbox"/> Streetscape (showing adjoining properties)</li> <li><input type="checkbox"/> Stormwater and Drainage concept plans</li> <li><input type="checkbox"/> Location and details of trees and natural features proposed to be retained &amp; removed</li> <li><input type="checkbox"/> Location of easements</li> <li><input type="checkbox"/> Fire Safety/ BCA requirements</li> <li><input type="checkbox"/> Access/ Disability. Note: On 1 May 2011, the Disability (Access to Premises - Buildings) Standards 2010 became effective. If Access is provided to the extent covered by this Standard, then such access cannot be viewed as unlawful under the Disability Discrimination Act 1992.</li> </ul>			
<p>Details of what you are seeking to discuss at the Pre - lodgement meeting and what matters/areas you are wishing to obtain feedback on with regard to the proposal – provide a list of the issues or non-compliance etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Compliance table showing compliance or otherwise with all relevant environmental planning instruments such LEP &amp; DCP and details of variations to development standards and planning controls.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Office Use Only		
<b>Comments by Lodgement Officer</b>	<input type="checkbox"/> Mail application	<input type="checkbox"/> Counter application
I.e. Outstanding information or reasons for information not submitted		

Applicant (Print name): \_\_\_\_\_

Date: \_\_\_\_\_

Council Officer (print name): \_\_\_\_\_

Date: \_\_\_\_\_

Further Information or Frequently Asked Questions
<p><b>I have lodged Pre – Lodgement Application form, what should I expect in return?</b></p> <p>You will receive a confirmation email within one week of lodging your application providing you the name of the responsible officer in Council looking after your application and the next steps. If you have not received an email please call the Development Advisory Services team on (02) 9330 6400.</p> <p>If you have requested a meeting as part of your application, the date and time of the meeting will be set by Council to ensure all relevant officers are available. Please note that meetings are during business hours at Georges River Civic Centre located at the Corner of MacMahon &amp; Dora Streets, Hurstville.</p>

