



Pre-Lodgement Meeting Request

Prelodgement meetings are intended to provide initial advice on specific issues identified for discussion by the applicant and any likely major issues relevant to a development proposal. It cannot replace the in-depth investigation normally associated with the formal assessment of an application and consideration of any public submissions. While the advice is given in good faith, it in no way binds a decision by the Council.

As this is a Council document, it will be subject to the provisions of the 'Right to Information Act'.

Prelodgement advice may be provided via telephone, email, in writing or via Prelodgement Meetings.

Only relevant issues identified by you will be discussed at the prelodgement meeting. It is not expected that a prelodgement meeting will require any longer than 1 hour.

Privacy Statement: *The personal information collected on this form will be used by Tenterfield Shire Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law.*

PROPERTY DETAILS

Unit No	House No	Street	
Suburb		Site Area m ²	
Lot/s	Section	Deposited Plan (DP)	
Current Owner			

APPLICANT DETAILS

Name			
Postal Address		PO Box	Telephone
Town	State	Postcode	Mobile
Email		Applicant Reference	

DETAILED DESCRIPTION OF PROPOSED DEVELOPMENT

*Proposal details - **Preparation is the key.***

The quality of advice given depends on the accuracy of information you provide. It is essential that you thoroughly research the site and the proposal to identify relevant issues to raise at the meeting.

PROPOSED COST OF DEVELOPMENT

\$

CURRENT USE OF THE SITE

KNOWN HISTORY OF SITE

WHO WILL BE ATTENDING THE MEETING & WHAT IS THEIR AREA/S OF EXPERTISE?

Name:

Area of expertise/profession (e.g. Planner, Engineer):

Name:

Area of expertise/profession (e.g. Planner, Engineer):

Name:

Area of expertise/profession (e.g. Planner, Engineer):

BACKGROUND

Have you previously obtained any information and/or advice from Council in relation to this site?

No Yes ➔ Give Details

Council Officers Name: _____

Department: _____

Position: _____

Date Advise received: _____

Advise received:

WOULD YOU LIKE TO CORRESPOND WITH COUNCIL ELECTRONICALLY?

Note: If you choose to correspond with Council electronically, all future correspondence post-lodgement will be via the e-mail address you provide and no hard copy documentation will be sent to you.

I hereby give consent to receive all correspondence provided for this application by electronic communication.

Yes

No

Email Address: _____

I/We declare that all the information provided is, to the best of my/our knowledge, true and correct.

Applicant/s Name/s

Date

Applicant/s Signature/s

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council, and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 6736 6000, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website www.ipc.nsw.gov.au.

HOW TO LODGE YOUR APPLICATION

Address the application to

Council's Senior Planner
Tenterfield Shire Council
PO Box 214
TENTERFIELD NSW 2372

Lodge in person (between 9am – 4.30pm) at Council's Administration Building

Tenterfield Shire Council
247 Rouse Street
TENTERFIELD NSW 2372

Office Hours

8.30am to 5pm Monday to Friday

How to Contact Council

Phone: (02) 6736 6000
Fax: (02) 6736 6005

council@tenterfield.nsw.gov.au

www.tenterfield.nsw.gov.au

Application checklist

To help ensure the best outcome for the specific issues to be discussed at the Pre-lodgement Meeting, please include as much of the following supporting information with your application as possible:

Clear identification of the site

Photographs of the site and the surrounding area

A concept plan or detailed plan

Detailed plans should include:

- A site plan, floor plans and elevations for all proposed buildings
- All proposed roads, allotments, parks, waterways and ecological corridors for proposed reconfigurations
- Survey Plan including levels and showing vegetation
- Any specialist Reports (eg geotechnical, stormwater, traffic) Draft Statement of Environmental Effects Shadow Plans

Likely impacts such as increases in traffic, noise, effects on the environment,

stormwater, infrastructure and heritage value issues

CHECKLIST

- Is the property identified as a Heritage Item?
- Does the proposal involve the removal of trees/extensive landscaping?
- Does the proposal involve new vehicular access?
- Does the proposal involve excavation of greater than 1m in depth?
- Does the proposal involve works affecting stormwater drainage?
- Is the property subject to flooding or inundation by stormwater?

The service has the benefit of providing comprehensive early advice, highlighting issues, avoiding potential future conflicts and achieving smoother DA processing. The advice provided does not bind Council in any way.

Acknowledgement: Council will contact you to arrange a suitable meeting time.

OFFICE USE ONLY

Meeting Date/Time; _____

CASE No.: _____

Council Officers to Attend Meeting: _____
