



Application form: Pre-lodgement advice

Use this form if you are seeking pre-lodgement planning or stormwater advice from Council officers before lodging your development proposal. The more information you provide, the more informed the advice will be.

Once you have completed this form, please email it to eplanning@ssc.nsw.gov.au. If you are applying for a paid service, we will issue you with an invoice that is required to be paid before we begin assessing your application.

1. Pre-application type

There are three different Pre-application types. Please select from the options provided below. If you are unsure which application type is appropriate for your proposal, please contact our Planning Officers on 9710 0333 for assistance.

Pre-application service	Development type	Exclusions from this service	Service offered	Select
Free Planning Advice	Single dwelling houses. Alterations and additions to single dwelling houses.	Cannot be used for sites located between a public road frontage and the waterfront. Flood affected sites.	- No meeting with Council officers. - Written advice only.	☐
Paid Planning Advice	All development not covered by the above.	Development not covered by the Free Planning Advice service.	- Meeting with Council officers, and - Written advice.	☐
Stormwater and Flood Advice	Application which seeks advice on stormwater issues only.	Applications which seek planning advice.	- Meeting with Council Development Engineers, and - Written engineering advice.	☐

2. Estimated cost of works

So that we can better understand the scale of your proposal, please provide an estimate of the cost of works: \$ _____

3. Details of the applicant

(these details are to be of the person/s signing this application as applicant on page 3 of this form)

Mr ☐ Ms ☐ Mrs ☐ Dr ☐ Other _____

Given Name or Company Name

Family Name (or ACN)

Unit/Street No.

Street Name (postal address)

Suburb

State

Postcode

If postal address is to be a c/-, please provide Company Name

Daytime telephone / Mobile

Email

Contact person and Contact number

4. Identify the land you propose to develop

Unit/Street No.

Street Name

Suburb

Postcode

Lot No.

DP / SP / MPS No.

5. Describe what you propose to do

Please give a detailed description of your proposal:

6. Describe the matters that you would like to discuss

Please list the particular matters that you would like to discuss (eg. Drainage, setbacks):

7. Required information

Paid Planning Advice

One electronic copy of all documentation in PDF format, including the following minimum information:

- A site analysis.
- Plans of the proposal, including floor plans, elevations and shadow diagrams.
- Compliance tables addressing the applicable policies and plans (State Environmental Planning Policies, Sutherland Shire Local Environmental Plan 2015, Sutherland Shire Development Control Plan 2015).
- A description of the development proposed and how the likely impacts will be addressed.
- Details about the site including photos, information on natural features (trees, rock outcrops, watercourses) and built features (buildings, easements, utility services) and adjoining development.

Stormwater and Flood Advice

Electronic copies of documentation in PDF format, such as concept stormwater plans, flood report.

8. Applicant's Declaration

I acknowledge that if the information I lodge is incomplete it may impact on the quality of information that Council will be able to provide about the proposed development. I further acknowledge that if the information I lodge is misleading or inaccurate, then any advice or information provided by Council may be void.

Applicants Signature ¹

Applicants Signature ²

Name

Date

Name

Date

9. Applicant's Declaration of Affiliations

General Declaration

You should declare all affiliations or associations with Councillor/s or Council staff which may lead a reasonable person to believe that a Councillor or staff member may not be able to deal with your application in an impartial manner. This includes all affiliations or association with a Councillor/s or member/s of staff where you:

- are a Council employee;
- have a friendship, personal or family relationship;
- have a shared membership in a club, political party or organisation;
- have business dealings with a Councillor/s or member/s of staff outside their official Council role; or
- have provided a gift, benefit, loan, payment or hospitality.

Name of Councillor or Staff

Nature of Affiliation or Association

Lobbying

If you have business dealings with or if you lobby Council, Council's Statement of Business Ethics and Code of Conduct for Lobbyists outlines Council's expectations for managing those relationships.

Political Donations or Gifts

If you have made a political donation or a gift within two (2) years of the date of this application, you must comply with Section 10.4 of the *Environmental Planning & Assessment Act 1979*. This requires the disclosure of political donations and gifts made by the applicants or persons with a financial interest in this application. The information about political donations that must be disclosed is the same as that required by the Election Funding Authority.

You must disclose: the name of the person to whom each donation/ gift was made; the date, name, address of the person making the donation/ gift; and the amount or value of that donation/ gift where accumulative value is \$1,000 or more. The Act requires that this information is posted and publicly available on Council's website.

Indicate Donation or Gift	Name of Party or Person for whose benefit the Donation / Gift was made
_____	_____
Date of Benefit	Value
_____	\$ _____
Indicate Donation or Gift	Name of Party or Person for whose benefit the Donation / Gift was made
_____	_____
Date of Benefit	Value
_____	\$ _____
Indicate Donation or Gift	Name of Party or Person for whose benefit the Donation / Gift was made
_____	_____
Date of Benefit	Value
_____	\$ _____

By signing below, I/ We certify that the above declaration & details below are accurate at the time of signing.
I understand that it is an offence under Sections 10.4 of the *Environmental Planning and Assessment Act 1979*
if a person fails to make a disclosure of a political donation or gift that is required to be disclosed.

Name of Person/s making the Declaration

Name of Entity & ABN (If donation / gift not by an individual)	ABN
_____	_____

Signature/s

--

Residential Address of Person or Registered / Official address of Entity	Date
_____	_____

For additional information contact the Customer Service Centre for Sutherland Shire Council on 9710 0333 and ask for "Political Donations & Gift Disclosure Requirements".