



APPLICATION FOR PRE-APPLICATION DISCUSSION

Use this form when you wish to have a Pre-Application Discussion (PAD) as a pre-cursor to lodging a formal Development Application. A PAD will generally not be held for alterations and additions to a dwelling, or for the construction of a new single dwelling house. Experience shows that making enquiries through our Duty Planner can generally answer any concerns you may have regarding this type of development. **Complete the form below and email to eplanning@ssc.nsw.gov.au.**

1. Application Type

Pre-development application service (single dwelling houses)

Dwellings (up to 2) or development with a cost of work not exceeding \$500,000

Dwellings (3 - 14 dwellings) or development with a cost of work not exceeding \$2 million

Dwellings (15 - 49 dwellings) or development with a cost of work between \$2 million and \$7 million

Dwellings (50 or more dwellings) or development with a cost of work exceeding \$7 million

Non-residential development with a cost of works not exceeding \$1 million

Non-residential development with a cost of works exceeding \$1 million

2. 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

Approval/refusal documentation will be emailed to this address

Contact person and Contact number (person who may be contacted to discuss the application during business hours)

3. Identify the land you propose to develop

Unit/Street No.

Street Name

Suburb

Postcode

Lot no.

DP / SP / MPS no.

4. Describe what you propose to do

Please give a detailed description of your proposal:

5. Describe the matters that you would like to discuss

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

1.
2.
3.
4.
5.

6. Has the following required information been submitted?

For use by the applicant

Office use only

Submitted with PAD

One electronic copy of all documentation as PDFs.

An outline of what is being proposed. Concept plans and basic development envelopes will assist Council staff to provide an informed opinion at the meeting.

General information covering what you hope to achieve on the site and how you propose to address any likely impacts on the locality.

Details about the site, including photos, information on natural features (trees, rock outcrops, watercourses) and built features (buildings, easements, utility services) and adjoining development. Also include boundary dimensions, the slope of the land and a north point.

A detailed site analysis indicating (where relevant) in relation to the site:

1. **Contours** - at 1m intervals and related to Australian Height Datum.
2. **Existing vegetation** - in particular major trees on the site and street trees, identified by size and botanical names or common names.
3. **Buildings** - location and uses of existing buildings.
4. **Views** to and from the site.
5. Location of **utility services** and stormwater drainage lines and street crossings.
6. **Orientation**, microclimate and noise sources.
7. Any **contaminated soils** and filled areas.
8. Fences, **boundaries** and easements.
9. Any **other significant site features** eg rock outcrops.
10. Where relevant, the location of **foreshore building lines**

REQUIRED

RECOMMENDED

6. Has the following required information been submitted (continued)

RECOMMENDED

And in **relation to the surrounding area**

1. Location, use and height of **adjacent buildings** - locating window openings facing the site boundary, private open space and shadows cast on development site;
2. **Views and solar access** enjoyed by adjacent residents;
3. **Major trees** on adjacent properties;
4. The **built form and character** of adjacent and nearby development;
5. The **difference in levels** between the site and adjacent properties.

7. Applicant's Declaration

The applicant must sign the application. This signature must be of the person/s nominated on page 1 of this form as applicant.

Please note that the signature of the applicant/s inserted below is to match the nominated applicant/s contained on page 1 of this form. Council records for this Pre-Application Discussion will only reflect the applicant name/s listed below.

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

Applicants Signature ¹

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Name

Date

Applicants Signature ²

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Name

Date

8. 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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”.