



REQUEST FOR A PRE-LODGE MEETING AND/OR PRELODGE DESIGN EXCELLENCE ADVISORY PANEL MEETING

Disclaimer: The information provided by you on this form will be used by City of Parramatta Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to

Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

Development Application Pre-Lodgement Consultation

1. What is a pre-lodgement meeting?

Pre-lodgement meetings are available if you intend to lodge a Development Application (DA) and want feedback on initial design concepts and technical requirements from Council.

Experience shows that delays in the processing of development applications often occur as a result of inadequate information being submitted or a lack of understanding about the relevant local development controls.

We'll provide formal feedback, identify key issues and our guidance where possible. The meetings are not intended to investigate every detail covered in the formal development assessment process or pre-empt the outcome of your DA.

If the proposal is identified as a City Significant Development, please contact 9806 5050 to organise your meetings. In all other circumstances, please ensure that you lodge your pre-lodgement application at the Council's customer service counter.

Pre-lodgement meetings help identify key issues and ensure applicants are on the 'right track'. They are not intended to investigate every detail which is covered through the formal development assessment process.

One of advantages of attending a pre-lodgement meeting in the early stages of preparing a development application is that Council is able to process development applications more efficiently when a pre-lodgement meeting has been held and the applicant has listened to the advice provided by Council officers.

While the advice at a pre-lodgement meeting is given in good faith, it in no way binds a decision made by Council.

Pre-lodgement meetings **are not** intended for general planning or development enquiries. For general planning or development enquiries, please speak to one of our Development Advisory Officers by:

- phoning City of Parramatta Council on (02) 9806 5050 or
- Visiting the Development Counter at Council's Administration Building at 126 Church Street, Parramatta. **How much does a pre-lodgement cost?**

The fees to attend a pre-lodgement meeting in 2017/2018 are:

Proposed development	Fee (inc. GST)
Dwelling house, granny flats, change of use for retail, commercial and industrial uses	\$304.20
Dual occupancies (duplex), townhouse developments (less than 4 dwellings)	\$760.50
Townhouse developments (4 or more dwellings), new commercial and industrial developments, new child care centres and new places of public worship outside the City Centre	\$1,520.90
Residential flat buildings outside the City Centre - please contact Team Leader Development Advice for a fee based on the number of dwellings and/or location	From \$1,520.90
All major developments within the City Centre	\$3,417.60
Additional meetings – 25% of original fee paid	
Pre-lodgement Design Excellence Advisory Review Panel Meetings Fees start at \$1,608.00	

When and where are pre-lodgement meetings held?

Pre-lodgement meetings are held at Council's Administration Building at 126 Church Street, Parramatta on:

Tuesday afternoons: Dual occupancies, single dwellings and granny flats.

Wednesday afternoons: Complex sites, flooding, heritage, residential flat buildings, townhouses, mixed use developments and significant sites.

Pre-lodgement Design Excellence Advisory Panel meetings are held twice a month on Thursday- please note on the application form if you require both meetings.

What should you expect from a pre-lodgement meeting?

Experienced professional staff will attend your pre-lodgement meeting. A planning officer from the Development Advisory Team will chair the meeting and other relevant technical experts will also attend the meeting.

At the meeting you can discuss:

- initial concepts
- detailed design aspects
- specialist technical requirements

Council officers will give their professional opinion on the proposal and provide guidance where possible. However, the meeting is not intended to pre-empt the outcome of the development application.

If you proceed to formal lodgement of a development application Council will assess your development application against the Environmental Planning and Assessment Act, 1979 and the specific environmental planning instruments and policy documents that apply within the City of Parramatta Council area. Submissions received in relation to your application will also be considered.

Pre-lodgement Design Excellence Advisory Panel meetings will consider the proposal with regards to the SEPP 65 guidelines and principles for Residential Flat Buildings; and overall design for all developments. These meetings are chaired by one of the three independent architects/urban designers/planners in attendance on the day.

5. What can you do to ensure a good outcome from your pre-lodgement meeting?

The quality of advice given depends on the accuracy of the information you provide. It is essential you research the proposal to identify relevant issues to raise at the meeting. You should provide as much detail as possible about the proposal, including:

- site plan with floor plans and elevations for all proposed buildings
- photographs of the site and surrounding area
- non-compliances/variations from Council's planning controls and development standards and any justifications for these variations
- design issues that need to be discussed
- details of any likely issues such as: increase in traffic, storm water, noise, infrastructure needs, environmental impact
- any other information you feel the City of Parramatta needs to assess your application.

With regards to the plans lodged, Council does not need fully worked up plans (i.e. plans ready for DA lodgement).

For all applications submitted for development under SEPP 65 and the Apartment Design Guide. The lodgement is to be prepared in accordance with the checklist attached to the request for pre-lodgement form.

If you wish to participate in a pre-lodgement Design Excellence Advisory Panel meeting, there are certain documents and plans required. The panel relies on a high level of quality information to enable an informed assessment and decisive recommendations. The more useful the information provided, the better feedback can be expected. A checklist of the documents required for a pre-lodgement Design Excellence Advisory Panel meeting is included in this document.

If all of the required documents are not submitted to Council at the time of lodgement for a DEAP meeting; a meeting will not be scheduled until all documents have been received by Council.

6. What types of developments most benefit from pre-lodgement meetings?

It is now mandatory for all multi-unit developments (including townhouses, Residential Flat buildings and Mixed Use developments) to have a pre-lodgement meeting as per Council's business rules.

- Sites where the slope of the site does not enable drainage to the street;
- Sites which are identified as flood prone;
- Sites containing items of heritage value involving:
 - Demolition, significant alterations or additions to a heritage item or conservation area and any substantial alterations or additions to a building located within a heritage conservation area;
 - seeking use of conservation incentives or significant impingement on the curtilage of the item;
- Development proposals which involve:
 - Questions of permissibility or existing use rights;
 - Non-compliances with the Development Control Plans;
 - Significant variations pursuant to SEPP 1 or Clause 4.6 of an Environmental Planning Instrument;
 - All mixed use or residential apartment development which involve significant departures from the Apartment Design Guidelines;
 - In-fill, boarding houses and group homes, or 'affordable housing' pursuant to State Environmental Planning Policy (Affordable Rental Housing) 2009.
- Any proposal for 'designated development'
- Any development proposal which may have an impact on threatened flora or fauna or which may have substantial impact on the integrity of an adjoining/nearby watercourse or body of water
- Any industrial development which by nature of the use and/or processes and materials involved requires assessment under SEPP 33
- Any proposal where the value of the development exceeds \$20 million
- Any proposal for a place of public assembly or public recreation facility
- Any development which is considered to be of a contentious nature and/or likely to have significant social/economic impacts on the community
- Any development which by virtue of its type or processes or activities carried out has the potential to have a significant impact on the environment (Water quality, air quality, flora/fauna populations etc.) or the amenity of an area (noise, dust, odour, traffic generation, visual etc.)

7. How do I arrange a pre-lodgement meeting?

Step 1 – obtain a pre-lodgement meeting/pre-lodgement design review panel meeting request form

You can obtain this form:

- online at www.parracity.nsw.gov.au
- by phoning City of Parramatta Council on 9806 5050
- by visiting Council's Development Counter at 126 Church Street, Parramatta

Step 2 – submit form and supporting information

You can submit your request for a pre-lodgement in person or by post. The request is to include a completed pre-lodgement form, two sets of plans and other supporting documentation and the payment of the required fees. (The fees are noted in this fact sheet but it is advised to contact Council on 9806 5050 to arrange a fee quotation).

Applications will only be accepted in the following ways:

- Submitted in person to the Development Counter at 126 Church Street, Parramatta 2124
- Posted to City of Parramatta Council PO Box 32, Parramatta, NSW 2124

Step 3 – Arrange a time to meet

Following receipt of your request Council confirm the meeting, via email/letter, confirming the meeting date, time and place. Please contact Council if you haven't received a meeting date within 5 working days of lodging your application.

Note: meetings are booked in on a first come, first served basis. Council does try to meet requests for specific dates but this cannot be guaranteed due to the large number of requests.

If you have supplied inadequate information with your request, the Development Advisory Officer assigned to the application may contact you to advise whether further information is required before the meeting.

Step 4 – The meeting

At the end of your pre-lodgement meeting, Council officers will document issues discussed and recommendations made for your proposal. Council will send a copy of this information to you within 14 working days of the meeting. ***Any delays in sending the notes will generally be advised in advance; either at the meeting (for e.g. awaiting legal advice) or directly after the meeting (e.g. unforeseen staff absences)***

NOTE: ALL PLANS AND DOCUMENTS NEED TO BE SUBMITTED TO COUNCIL AT LEAST SEVEN WORKING DAYS PRIOR TO THE MEETING OR THE MEETING WILL NEED TO BE POSTPONED.

PLANS AND DOCUMENTATION CANNOT BE FAXED OR EMAILED.

ALL APPLICATIONS ARE TO BE ACCOMPANIED BY A CD OR USB CONTAINING ALL DOCUMENTATION.

For all applications submitted for development affected by SEPP 65 and the Apartment Design Guide. The lodgement is to be prepared in accordance with the checklist attached to the request for pre-lodgement form.



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Property Details

Property details

unit:	house:
street:	
suburb:	postcode:
lot:	DP/SP etc:

Pre-lodgement 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 is in no way binds a decision by the Council.

Development Description and Proposal Details

Type and cost of proposed development - Please tick (✓)

Signage/advertising	<input type="checkbox"/>	Use of land/building	<input type="checkbox"/>	Carrying out of works Demolition	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>
Earthworks	<input type="checkbox"/>	Construct a building	<input type="checkbox"/>		<input type="checkbox"/>	Other	<input type="checkbox"/>

Detailed Description of proposed development

OFFICE USE ONLY

Reference: PL/	PL Fee: \$	DEAP Fee: \$
Date:	Receipt #	



REQUEST FOR A PRE-LODGE- MENT MEETING AND/OR PRELODGE- MENT DESIGN EXCELLENCE ADVISORY PANEL MEETING

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Applicant/s Details

Family name (or company & ABN):

Full given names OR company contact person:

Unit/House No:

Street Name:

Suburb:

Postcode:

Home Phone:

Mobile:

Office Phone:

Email:

Meeting Details

Purpose of the meeting

Advice is sought for:

Initial concepts

Detailed design issues

Technical issues

Note: Where stormwater drainage is an identified issue for discussion a concept stormwater plan is to be submitted.

Planning issues

SEPP 65 Issues/Compliance

Preferred meeting date - Council does try to meet requests for specific dates but this cannot be guaranteed due to the large number of requests received.

Tuesday (Dual occupancies, single dwellings, granny flats and similar)

Wednesday (Complex sites, flooding, heritage, residential flat buildings, townhouses, mixed use developments, significant sites and similar)

/ /

Pre-lodgement Design Excellence Advisory Panel Meeting Request - (SEPP 65 DEVELOPMENTS) Recommended for all larger scale residential and commercial developments.

Pre-lodgement Only Yes

Pre-lodgement + DEAP Yes DEAP requires an additional 5 hard copies of information in addition to

DEAP ONLY Yes - requires 5 hard copies of information

Note: Pre-lodgement meetings are scheduled weekly and held on Tuesday and Wednesday afternoons. DEAP Meetings are also held on Thursdays, but are not scheduled weekly. Council will endeavour to hold both meetings in the same week which may mean a delay in your booking.



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Attending Participants

Council limits this to a maximum of five (#5) participants - 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 _____

Background

Have you previously obtained any information and/or advice from Council?

no PL / /

yes

Officer's details:

Date information or advice was provided

____ / ____ / ____

Form of information or advice

phone written in person

Specific issues for discussion



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Council Staff

The minimum level of Council staff at a pre-lodgement meeting is two Development Advisory Team members with a Senior Development Engineer and a Landscape Officer if needed. Please detail any further specialists that you may require at your meeting. Council will endeavour to include them at the meeting, however no guarantees can be given for their attendance.

Traffic and Transport Officer	yes <input type="checkbox"/>	no <input type="checkbox"/>
Heritage Officer	yes <input type="checkbox"/>	no <input type="checkbox"/>
Catchment Management (Flooding)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Urban Design	yes <input type="checkbox"/>	no <input type="checkbox"/>
Strategic Asset Management (where there is Council land involved)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Other Staff.....	yes <input type="checkbox"/>	no <input type="checkbox"/>

Access to the property

Council officers need to conduct a preliminary site inspection of the property in order to gain an understanding of the proposal. Please obtain the owner's consent in order for Council to do this.

Family name (or company & ABN):

Full given names OR company contact person:

Unit/House No:

Suburb:

Home Phone:

Office Phone:

Owner/s declaration
Sign here

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

Does Council require your presence for access to the site?

yes

yes

no

Is there a dog on the property?

yes

no

Digital Requirements

All applications must be accompanied by a digital data disc i.e. CD-ROM, DVD-ROM or a USB containing **all documentation** (including written documents). This is to assist Council in record keeping and processing.

Applications without a correctly formatted digital data disc or USB will not be accepted.

- The files must be in **PDF** format and be able to be opened in Council's digital plan system 'Trapeze Desktop'. Council will check all discs before accepting the application.



One PDF file should contain all plans and drawings i.e. site plan, elevation plan, landscape plan, stormwater, survey etc. in the same single file.



Each additional accompanying document requires a separate PDF file e.g. application form, statement of environmental effects, heritage report etc. each in separate files.

- Standard documents are not required to be above 400 dpi resolution whether they are single page or multipage documents and must not exceed 500MB in size.
- Please contact Council's Senior Records Officers on 9806 5000 if your document exceeds 500MB.

Files named as follows: **Document Type - Property Address**



Architectural Plans - Address.pdf



Application Form - Address.pdf



Statement of Environmental Effects - Address.pdf



Waste Management Plan - Address.pdf



Accompanying Documentation Checklist - Prelodgement Meetings

To help ensure the best outcome for the specific issues to be discussed at the pre-lodgement meeting please include the complete set of following items and information listed in the checklist at the rear for SEPP65 applications with your application

Item	Description	Notes	<input type="checkbox"/>	Copies Required
1	Concept plans or detailed plans	Detailed plans should include a site plan and floor plans indicating approximate levels and an indication of the bulk of the development	<input type="checkbox"/>	2
2	Site analysis	Carry out and document a site analysis which identifies constraints and opportunities for the site and relates the site to adjoining sites. Please refer to Part 2 of Parramatta DCP which will assist you in preparing this. It can be in sketch form.	<input type="checkbox"/>	2
3	Photographs	Showing site and surrounding area	<input type="checkbox"/>	2
3	Draft Statement of Environmental Effects, which identifies: <ul style="list-style-type: none"> <input type="checkbox"/> Use permissibility <input type="checkbox"/> Zone objectives permissibility <input type="checkbox"/> Justification for the preferred option <input type="checkbox"/> Compliance with LEP/DCP controls 		<input type="checkbox"/>	2
4	Likely impacts such as increases in traffic, noise, effects on the environment, stormwater, infrastructure and heritage value issues		<input type="checkbox"/>	2
5	Details of specific design issues that need discussion		<input type="checkbox"/>	2
6	Details of variations to development standards and planning controls		<input type="checkbox"/>	2

SEPP 65 and Apartment Design Guide Checklist

Item	Description/Notes	Applicant	Officer
1	<p>Analysis</p> <ul style="list-style-type: none"> • Broad map or aerial photo showing site location in relation to surrounding centres, shops, civic/community facilities and transport. <ul style="list-style-type: none"> • Colour aerial photographs of site in its context. • Plans of the existing features of the wider context including adjoining properties and the other side of the street, that show: <ul style="list-style-type: none"> • Pattern of buildings, proposed building envelopes, setbacks and subdivision pattern; • Land use and building typologies of adjacent and opposite buildings in the street; • Movement and access for vehicles, servicing, pedestrians and cyclists; • Topography, landscape, open spaces and vegetation; • Significant views to and from the site; • Significant noise sources in the vicinity of the site, particularly vehicular traffic, train, aircraft and industrial noise. • Plan(s) of the existing site based on a survey drawing showing the features of the immediate site including: <ul style="list-style-type: none"> • Boundaries, site dimensions, site area, north point; • Topography, showing relative levels and contours at 0.5 metre intervals for the site and across site boundaries where level changes exist, any unique natural features such as rock outcrops, watercourses, existing cut or fill, adjacent streets and sites; • Location and size of major trees on site and relative levels where relevant, on adjacent properties and street trees. • Location and use of existing buildings or built features on the site; • Location and important characteristics of adjacent public, communal and private open spaces; • Location and height of existing windows, balconies, walls and fences on adjacent properties facing the site, as well as parapet and ridge lines; • Pedestrian and vehicular access points, driveways and features such as service poles, bus stops, fire hydrants etc; • Location of utility services, including easements and drainage; <input type="checkbox"/> <input type="checkbox"/> <p>Location of any other relevant features.</p> <p>Photographs or drawings of the site in relation to the streetscape and along both sides of any street that the development fronts, that show:</p> <ul style="list-style-type: none"> • Overall height (storeys, metres) and important parapet/datum lines of adjacent buildings; • Patterns of building frontage, street setbacks and side setbacks; <input type="checkbox"/> <input type="checkbox"/> <p>Planned heights.</p> <p>Plan that synthesises and interprets the context, streetscape and site documentation into opportunities and constraints that generate design parameters, including the following information:</p> <ul style="list-style-type: none"> • Orientation and any overshadowing of the site and adjoining properties by neighbouring structures (excludes vegetation). The winter sun path should also be shown between 9 am and 3 pm on 21 June; • Identification of prevailing wind; • The geotechnical characteristics of the site and suitability of the proposed development. 	<input type="checkbox"/>	<input type="checkbox"/>



REQUEST FOR A PRE-LODGEMENT MEETING AND/OR PRELODGEMENT DESIGN EXCELLENCE ADVISORY PANEL MEETING

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SEPP 65 and Apartment Design Guide Checklist

Item	Description/Notes	Applicant	Officer
1	Site analysis <ul style="list-style-type: none"> The public domain interface and street setback; Relationship to and interface with adjacent properties, including side and rear setbacks; Ventilation for the subject site and immediate neighbours; Proposed building footprint location; Retained and proposed significant trees and deep soil zones; Proposed communal open space; Proposed car park footprint and depth; Proposed building entries, and Supporting written material—this should include technical advice from specialists involved in the development process including landscape architects, arborists, geotechnical engineers and/or contamination specialists where applicable. 	<input type="checkbox"/>	<input type="checkbox"/>
2	Development Details A summary of the proposal that establishes the: <ul style="list-style-type: none"> Floor space ratio; Building height in metres and storeys; Number and mix of apartments; Number of car parking spaces; Indicative percentage of apartments receiving the minimum level of cross ventilation and daylight access. 	<input type="checkbox"/>	<input type="checkbox"/>
3	Design Quality Statement A draft statement of key points that establishes how the proposal satisfies the design quality principles of SEPP 65.	<input type="checkbox"/>	<input type="checkbox"/>
4	Precedents Images of precedents relevant to the proposal such as: <ul style="list-style-type: none"> Streetscape concept; Landscape design; Communal open space use; and Building elements such as entries, balconies, materials. 	<input type="checkbox"/>	<input type="checkbox"/>
5	Site Plan A drawing to scale showing: <ul style="list-style-type: none"> Any proposed site amalgamation or subdivision; The indicative footprint of the proposal; Setbacks and building separation dimensions; Site entry points; Areas of communal open space and private open space; Indicative locations of planting and deep soil zones including retained or proposed significant trees; and Interface with public domain. 	<input type="checkbox"/>	<input type="checkbox"/>



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SEPP 65 and Apartment Design Guide Checklist

Item	Description/Notes	Applicant	Officer
6	<p>Floor plans</p> <p>Drawings to scale showing:</p> <ul style="list-style-type: none"> The internal building layout and unit type distribution for the ground floor, representative middle floor, and the top floor; Typical car park layout; and Sample unit plans with furniture layouts, key room depth dimensions and balcony sizes 	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Building Mass Elevations</p> <p>Drawing to scale showing basic massing of the proposal in the context of the adjacent three properties, or for 50 in each direction, on each direction. This drawing should show, in diagrammatic form:</p> <ul style="list-style-type: none"> The composition of the elevations including ground level, roof form, and articulation of massing of the overall building; Pattern of buildings and spaces between buildings along the street The profile of any existing buildings. 	<input type="checkbox"/>	<input type="checkbox"/>
8	<p>Sections</p> <p>A drawing to scale showing:</p> <ul style="list-style-type: none"> The proposal and adjacent buildings The relationship of the proposal to the ground plane, streets, open spaces and deep soil zones. 	<input type="checkbox"/>	<input type="checkbox"/>



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The Parramatta Design Excellence Panel (DEAP)

The Parramatta Design Excellence Panel (DEAP) has regard to the ten design principles of State Environmental Planning Policy (SEPP) 65 - Design Quality of Residential Flat Development for all application for Residential Flat Buildings. These and all applications before the DEAP will be evaluated on the following:

- context;
- scale;
- built form;
- density;
- resource, energy and water efficiency;
- landscape;
- amenity;
- safety and security;
- social dimensions and
- aesthetics.

In addition, the DEAP will consider the relevant objectives and performance criteria within the applicable planning instruments that apply to the land, such as LEPs and DCPs.

This relies on a high level of quality information to enable the DRP to make an informed assessment and decisive recommendations. The more useful the information provided; the better the feedback.

Five (5) copies of the following information is required.

- site plan with floor plans and elevations for all proposed buildings
 - photographs of the site and surrounding area
 - non-compliances/variations from Council's planning controls and development standards and any justifications for these variations
 - design issues that need to be discussed
 - details of any likely issues such as: increase in traffic, storm water, noise, infrastructure needs, environmental impact
 - any other information you feel the City of Parramatta needs to assess your application.
- **This information should bound together, on A3 sized paper minimum.**
 - **A meeting will not be organised if the following information is not forwarded to Council when requested.**
 - **Please note that this is in addition to the requirements for pre-lodgement meeting if you are organising both meetings.**
 - **The registered architect is to attend the DEAP meetings.**

- **If you would like to send us a digital 3D model of the development (preferable for all City Centre Developments):.**
- **No more than 4 people are to attend a DEAP meeting due to restrictions in available space.**
- **Proposals should be accompanied by documentation which indicates the process undertaken to achieve the current design, the influences and design intent.**