



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

What is a pre-lodgement meeting?

Pre-lodgement meetings are for people 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.

Please note that from 1 November 2017 it is mandatory for all multi-unit developments (including townhouses, Residential Flat buildings and Mixed Use developments) to have a pre-lodgement meeting.

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 the 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 had the chance to hear 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 5000 or;
- Visiting the Development Counter at Council's Administration Building at 126 Church Street, Parramatta.

How much does a pre-lodgement meeting cost?

The fees to attend a pre-lodgement meeting in 2018/2019 are:

Proposed development	Fee (inc. GST)
Dwelling house, granny flats, change of use for retail, commercial and industrial uses	\$335.00
Dual occupancies (duplex), townhouse developments (less than 4 dwellings)	\$829.00
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	\$1,668.00
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 \$1,668.00
All major developments within the City Centre	\$3,740.00
Additional meetings – 25% of original fee paid (+ GST)	
Pre-lodgement Design Excellence Advisory Review Panel Meetings Fees start at \$1755.00	

Pre-lodgement fees by areas incorporated into City of Parramatta Council as a result of the proclamation of amalgamation on 12 May 2016, are included in the Fee Schedule on our website. For further assistance, you can contact our Customer Contact Centre on 9806 5000.

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Version 07/08/20



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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.

Prelodgement 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.

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
- Photographs of the site and the surrounding area
- A brief Statement of Environmental Effects, detailing:
 - I. A history of the site
 - II. Details of design issues that need to be discussed
 - III. Compliance table
 - IV. Details of any non-compliances/variations from Council's planning controls, development standards and any justifications for these variations
 - V. Details of any likely issues such as: increase in traffic, stormwater and heritage issues
 - VI. Any other information that you feel Council needs to assess your pre-lodgement application.

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



REQUEST FOR A PRE-LODGEEMENT MEETING AND/OR PRELODGEEMENT DESIGN EXCELLENCE ADVISORY PANEL MEETING

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

- Proposals for Integrated Development or Designated Development
- Applications that involve complex issues requiring strategic or policy direction.
- Significant projects such as city centre proposals, major commercial or industrial developments, residential flat buildings, large scale residential projects and child care centres.
- Applications that propose variations/non-compliances to Council's planning controls and development standards.
- Applications requiring specialist technical advice, for example engineering, traffic or urban design advice.
- Developments where community interest is likely to be strong.

It is recommended that for developments where SEPP 65 applies, a Pre-lodgement Design Excellence Advisory Panel meeting is held.

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 <https://www.cityofparramatta.nsw.gov.au/sites/council/files/2018-08/Request%20for%20Pre-Lodgement%20Meeting.pdf>
- by phoning City of Parramatta Council on 9806 5000
- 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, by post or online. The request is to include a completed pre-lodgement form, a set of plans, 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 5000 to arrange a fee quotation). It should be noted that only a hard copy of the application form is required when submitting in person or by post, all other supporting documents and the application form need to be on a CD or USB and correctly formatted as per the checklist below.

Applications will only be accepted in the following ways:

- Submitted in person to the Development Counter at 126 Church Street, Parramatta 2150
- Posted to City of Parramatta Council PO Box 32, Parramatta, NSW 2124
- Online at <https://www.cityofparramatta.nsw.gov.au/business-development/pre-lodgement-meetings>

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 five working days of lodging your application.

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

If the prelodgement is lodged online, you can also book your day and time online.

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.



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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 by the end of the week the meeting was held. ***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 **TWO WEEKS PRIOR TO THE MEETING OR THE MEETING MAY NEED TO BE POSTPONED.**

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.

Privacy & Personal Information Protection Notice

Purpose of collection: Council is collecting your personal information in order to enable Council or its agents to process this application.

Intended recipients: The intended recipient of the information is City of Parramatta Council.

Supply: While the supply of this information is compulsory, the personal information you provide will enable Council to process this application.

Access/Correction: The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's Access to Information Policy and Privacy Management Plan.

Your personal information may be disclosed to third parties where legislation requires or where you give permission for third party access. You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Council is the agency that holds the personal information. Council may be contacted on 9806 5050 or at 126 Church Street, Parramatta NSW 2150

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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 applications 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.

- ☐ **A meeting will not be organised until the information requested on the following page is forwarded to Council when requested.**
- ☐ **The registered architect is to attend the DEAP meetings.**



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

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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 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"/>
<input type="checkbox"/>

Use of land/building

<input type="checkbox"/>
<input type="checkbox"/>

Carrying out of works

<input type="checkbox"/>
<input type="checkbox"/>

Subdivision

<input type="checkbox"/>
<input type="checkbox"/>

Earthworks

Construct a building

Demolition

Other

Detailed Description of proposed development

OFFICE USE ONLY

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



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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

☐ 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 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 Meeting Request - (SEPP 65 DEVELOPMENTS)

Council offers a pre-lodgement Design Excellence Advisory Panel service and it is strongly recommended that proposals for larger scale residential and commercial development take advantage of this service.

Pre-lodgement Only ☐ Yes

Pre-lodgement + DEAP ☐ Yes

DEAP ONLY ☐ Yes

Note: Pre-lodgement meetings are scheduled weekly and held on Tuesday and Wednesday afternoons.

DEAP Meetings are held on Thursdays, and held twice a month. Council will strive to hold both meetings 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? (✓)	yes <input type="checkbox"/> no <input type="checkbox"/> <div>PL / /</div>
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Officer's details:

Date information or advice was provided	<div>/ /</div>
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Form of information or advice (✓)	phone <input type="checkbox"/> written <input type="checkbox"/> in person <input type="checkbox"/>
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Specific issues for discussion



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Council Staff

The minimum level of Council staff at a prelodgement 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"/>
Stormwater Management	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

☐

no

☐

Provide contact details:

Is there a dog on the property?

yes

☐

no

☐



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Digital Requirements

All applications must be accompanied by digital data storage i.e. CD-ROM, DVD-ROM or 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 25MB.

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



Architectural Plans - (Relevant Property Address).pdf



Application Form - (Relevant Property Address).pdf



Statement of Environmental Effects - (Relevant Property Address).pdf



Waste Management Plan - (Relevant Property Address).pdf



Accompanying Documentation Checklist - Prelodgement Meetings

To help ensure the best outcome for the specific issues to be discussed at the prelodgement meeting please include the complete set of following items with your application

Item	Description	Notes	<input checked="" type="checkbox"/>
1	Concept plans or detailed plans	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	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 or Part 3 – Preliminary section of City Centre DCP which will assist you in preparing this. It can be in sketch form.	<input type="checkbox"/>
3	Photographs	Showing site and surrounding area	<input type="checkbox"/>
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"/>
4	Likely impacts such as increases in traffic, noise, effects on the environment, stormwater, infrastructure and heritage value issues		<input type="checkbox"/>
5	Details of specific design issues that need discussion		<input type="checkbox"/>
6	Details of variations to development standards and planning controls		<input type="checkbox"/>



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SEPP 65 and Apartment Design Guide Checklist

Item	Description/Notes	Applicant	Officer
1	Site analysis A site and context analysis examines and records the existing characteristics of the site and its surroundings, thereby providing context for the proposal, while identifying the opportunities and constraints for the site. See Council's website for examples and details of what is required for a site and context analysis. A context analysis can be separate and larger scaled (1:500) plan which shows adjoining sites and their zonings, building footprints, road patterns and open space. A site analysis should be prepared using a survey as a base and include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Existing structures <input type="checkbox"/> Landscape features, steep slopes and existing vegetation on or near the site including trees to be retained or removed <input type="checkbox"/> All adjoining properties, buildings and window opening locations <input type="checkbox"/> Bar scale with text note, north point <input type="checkbox"/> Important views to & from the site <input type="checkbox"/> Contours and wind direction <input type="checkbox"/> Soils and areas of site contamination <input type="checkbox"/> Opportunities and constraints for development 	<input type="checkbox"/>	<input type="checkbox"/>
2	SEPP 65 verification statement by a registered architect (including registration number)	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	<input type="checkbox"/>
4	Plans with each drawing noting the registered architect and the registration number, showing: <ul style="list-style-type: none"> <input type="checkbox"/> 3D representation - sketches are adequate <input type="checkbox"/> Site photos to describe context and the site <input type="checkbox"/> Streetscape sketches showing a minimum of 2 buildings either side <input type="checkbox"/> Relevant plans, sections and elevation (all apartments and balconies to show furniture layout) 	<input type="checkbox"/>	<input type="checkbox"/>
5	Indicative: <ul style="list-style-type: none"> <input type="checkbox"/> Basement level structures <input type="checkbox"/> Setbacks & soft soil zone areas <input type="checkbox"/> Cut & fill and finished floor areas <input type="checkbox"/> Access & parking arrangements <input type="checkbox"/> Stormwater concept diagram (including roof water dispersal) <input type="checkbox"/> Bar scale and north point <input type="checkbox"/> Materials and finishes - in colour 	<input type="checkbox"/>	<input type="checkbox"/>