

Stage 2: Lodging your application – Including initial administration by Council

Stage 2	Participants	Responsibilities
Lodgement	You / Your Team	All information collated ready for lodgement Fees paid Lodge DA with required forms completed
	Council Officers	Check completeness of application Referrals – to internal experts and State agencies Formal notification to neighbours and community as required

Lodge your DA with council ensuring it is assessment ready. When you have filled out all the required forms you can lodge your application with council. A completed DA will generally include:

- Any necessary specialist reports.
- Council’s DA form and checklist.
- All matters required for a DA as listed in the EP&A Regulation (Schedule 1, Part 1, see appendix A of this guide);
- Payment of required DA fee.

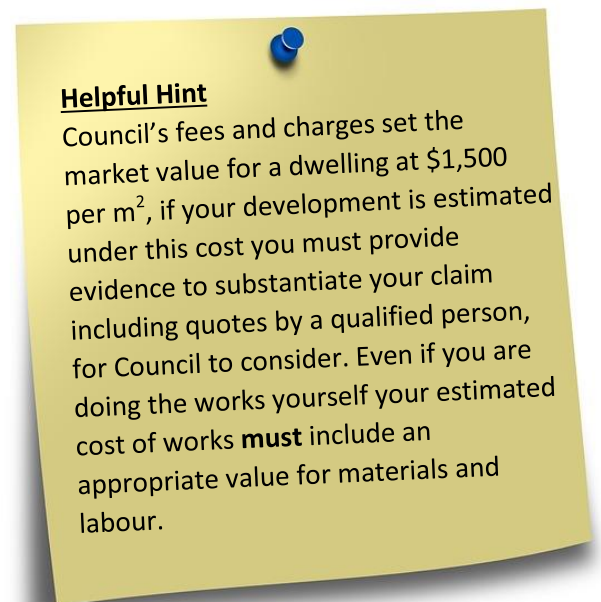
Lodgement can be:

- Over the counter at Council
- Via email
- Via the post
- Online via the Planning Portal (coming soon)
- At your local Service One (coming soon)

It is the **applicant’s responsibility** to provide all the required information and to make sure your DA provides enough detail to enable council to make a decision. Getting this right will save you and council time and money. If all required information is not provided, Council will not be in a position to receive, lodge and determine the application.

Fees are set out in the EP&A Regulation and must accompany an application. They are based on the estimated cost of the development that you must provide. You need to ensure the estimates are accurate.

Council has internal experts who will comment on different issues and a check by these experts of your DAs after lodgement will occur to ensure the information is adequate to make a decision. If your application is one which requires referral to a state agency the experts in these agencies will provide comment or agreement/approval within their areas of expertise.



Some development types require neighbour notification or to be advertised as part of the assessment process. This gives individuals or groups who may be impacted by a development an opportunity to make comments on relevant planning considerations.

The scale of notification or advertisement depends on the development and not all development will require notification, details can be found in Snowy Monaro Planning and Development Community Participation Plan 2019 on www.snowymonaro.nsw.gov.au

Council recognises that applicants are eager for determination of their application. Applications are allocated to designated assessment officers who will work through allocated applications in a timely manner and in order of submission. In order for the assessing officer to provide an effective and efficient service to our customers please be aware that it is not uncommon for officers to have several applications to assess at the one time and as such the officers time is best spend assessing your application and not providing weekly updates on the progress of the application.

To address this issue you may wish to check Council on-line DA tracker on the progress of the application or alternatively await for your assessment officer to contact you. If there is a significant issue or need for clarification, your assessment officer will contact you.

In some instances a Development Application may be made on your behalf. In this circumstance if you have engaged an alternative contact person Council will contact them and not you. There will be some instances where council may request to speak to a member of your specialist team e.g. engineer which in most instances will be through the applicant and if additional information is required this request will be made in writing.

