

# Pre-Lodgement Meeting Application Form

Office Use Only	
Ref	

You can use this form to apply for a formal Pre-lodgement Meeting. If you require Council to formally respond to a specific development proposal a Pre-lodgement Meeting is mandatory. Refer to Section 4 of the Development Application Guide for further information in relation to this process.

You can lodge your application by email ([planning@snowymonaro.nsw.gov.au](mailto:planning@snowymonaro.nsw.gov.au)) or mail (PO Box 714 COOMA NSW 2630) or at any Council office.

A Pre-lodgement meeting is a service offered by Snowy Monaro Regional Council where discussions take place between an applicant and Snowy Monaro Regional Council's technical officers in regards to a proposed development based on plans, documents and technical information provided by the applicant.

Applicants should not rely on Snowy Monaro Regional Council officers to identify all areas of concern during the Pre-lodgement meeting. The formal development assessment process carried out by Snowy Monaro Regional Council once a development application is lodged may raise additional issues to those discussed at the Pre-lodgement meeting.

Details of Applicant			
Name/Company:		Phone:	
Contact Name (if Company):		Fax:	
Postal Address:		Mobile:	
Town:	State:	Postcode:	Email:

Identify the land you propose to develop					
No:	Street:			Town	
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:
Property Number:			Development Consent No:		
<b>The correct lot and DP or SP, can be found on your rates notices from Council or on the title documents for the land.</b>					
<b>The correct property number can be found on your rates notices from Council</b>					

Application Fees	
The fee for your application is stipulated by Council's Schedule of Fees and Charges.	
<b>Formal Pre-lodgement Development Application or Construction Certificate Meeting - Fee \$200 then \$150 per hour after first hour.</b>	
Please contact Council's Customer Service Officers on 1300 345 345 for an Application Fee Estimate.	
(official use only) Total Fees:	

## Details of Pre-lodgement Meeting

Where would like the meeting to take place?

- Online via Teams
  Cooma Office (Commissioner Street Cooma)
- Jindabyne Office (Razorback Plaza Office – Gippsland Street Jindabyne)
  Bombala Office (71 Caveat St Bombala)

What is your preferred meeting and time and date (please provide three options):

Option 1	Option 2	Option 3
Date:	Date:	Date:
Time:	Time:	Time:

Council Officers (which Council Officers would you like to attend the Pre-lodgement meeting?)	
(✓)	<b>Officers Title</b>
<input type="checkbox"/>	Town Planner
<input type="checkbox"/>	Development Engineer
<input type="checkbox"/>	Heritage Advisor – subject to availability
<input type="checkbox"/>	Compliance Officer
<input type="checkbox"/>	Building Surveyor
<input type="checkbox"/>	Environmental Health Officer

Meeting Participant details	
Attendee name	Owner/area of expertise/profession (e.g. planner, engineer)

Previous Pre-Lodgement Meeting Advise	
Have you previously obtained from Snowy Monaro Regional Council any information, advice or attended a Pre-lodgement meeting in respect to this site? <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>Pre-lodgment meeting reference</b>	
<b>Council Officer's name</b>	
<b>Position</b>	
<b>Date information or advice</b>	

Type of development to be discussed		
<input type="checkbox"/> Subdivision 20+ lot	<input type="checkbox"/> Multi dwelling housing	<input type="checkbox"/> Demolition
<input type="checkbox"/> Subdivision less than 20 Lots	<input type="checkbox"/> Tourist and visitor accommodation	<input type="checkbox"/> Other
<input type="checkbox"/> State Significant Development	<input type="checkbox"/> Residential flat buildings	(change of use/Approval to use)
<input type="checkbox"/> Strata Subdivision	<input type="checkbox"/> Single Dwelling or Additions and Alterations to existing	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Dual Occupancy/secondary Dwelling	
<input type="checkbox"/> Industrial		

Subdivision	
Number of Lots created	Residential:
	Commercial:
	Industrial:
	Other – Specify:

Description of development being proposed
Description details i.e. – build a house, dual occupancy, change of use to holiday dwelling, boundary adjustment, subdivide land (if subdividing/strata title or dual occupancy then indicate the number of lots and purpose of each lot), for commercial/industrial please describe intended business type and expected level of water use.

Information required for your meeting
The provision of Subdivision, Site and / or Elevations plans, as well as a general explanation of the proposed development and questions regarding the proposal are mandatory and are required to be submitted with this application for the Pre-lodgement meeting. Failure to supply will lead to Council refusing the request for a Pre-lodgement meeting

Site Plan and/ or elevation details to be provided	YES (✓)	NO (✓)
Proposed Subdivision layout, with proposed lot sizes and road.		
Civil Engineering plans		
Site Plan		
Floor plan/s		
Elevations		
Other		

Plan Title	Drawing/Sheet No.	Issue	Date	Prepared by
The Pre-lodgement Meeting advice will be provided based on the plans submitted to Council. Submitting plans is mandatory but completing the table below is not mandatory.				

Priority Questions or Discussion	
#	Questions
1	
2	
3	
4	
5	

**Note:** Maximum of six issues will be discussed at the Pre-lodgement meeting and where items are not identified through this request responses will be limited to general advice.

## Terms

The detail and accuracy of advice provided by Snowy Monaro Regional Council officers is dependent on the level of detail provided by the applicant. Applicants should provide as much detail as they can (such as traffic advice, hydraulic advice, survey plans) for the Pre-lodgement meeting.

The advice provided by Snowy Monaro Regional Council officers is based on the information and drawings supplied with this application only. Any changes to the information and drawings MUST be submitted to Snowy Monaro Regional Council a minimum of 5 business days prior to the agreed meeting commencement date; otherwise, the Pre-lodgement meeting could be postponed or cancelled at the discretion of Snowy Monaro Regional Council.

## Confidentiality & Privacy

Is this proposed development commercial in confidence?  No  Yes

By completion of this form you may be providing Council with personal information. Council will collect the information for lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. Reasonable care will be taken to not disclose personal information. Exempt document may come under the Government Information (Public Access) Act 2009.

## Applicant's Declaration (The applicant, or the applicant's agent, must sign the application)

In lodging this request for a Pre-lodgement meeting, the applicant accepts that:

- a) A Pre-lodgement meeting does not constitute a detailed assessment and may not indicate the likely outcome of the subsequent assessment process.
- b) Whilst every effort will be made by Snowy Monaro Regional Council officers, a Pre-lodgement meeting may not identify all areas of concern or requirements which are raised during the subsequent assessment process.
- c) A Pre-lodgement advice cannot prejudice any input relevant to public notification of the proposal or inputs from the referral agency.

Signature	Name	Date
Signature	Name	Date

## Council Contact Details

Phone 1300 345 345    Email [council@snowymonaro.nsw.gov.au](mailto:council@snowymonaro.nsw.gov.au)    [www.snowymonaro.nsw.gov.au](http://www.snowymonaro.nsw.gov.au)

**Offices -**            Business Hours 8.30am to 4.30pm

### Berridale

2 Myack Street  
Berridale 2628

### Bombala

71 Caveat Street  
Bombala            2632

### Cooma (Head Office)

81 Commissioner Street  
Cooma 2630