

# Pre-lodgement Application Form

APPLICATION/REFERENCE NUMBER:

DATE:

## ABOUT THIS FORM

Use this form to apply for a pre-lodgement consultation service to discuss a development proposal.

The pre-lodgement service provides a meeting with relevant Council staff to give early comment on a development proposal. A letter outlining issues that will need to be addressed will be provided after the meeting.

Plans and supporting information must be lodged with the pre-lodgement application form. The more information you provide at this stage, the greater the assistance that can be provided by Council staff.

## APPLICANT DETAILS

Title:  Mr  Mrs  Ms  Other: .....

Applicant's Name: .....

Contact (if applicant is a company): ..... ABN: .....

Postal Address: .....

Suburb: ..... Post Code: .....

Email: ..... Fax / DX: .....

Phone No(s): ..... Mobile: .....

## PROPERTY/LOCATION DESCRIPTION

Unit/Street No: ..... Street: .....

Suburb: ..... Post Code: .....

Lot No: ..... Strata/Deposited Plan Number(s): .....

Owner's Name: .....

## TYPE OF APPLICATION

*(Please select all that apply)*

Building or structure  Subdivision  Sign or advertisement

Demolition  Change of use  Earthworks or similar

Other (please specify) .....

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
Fax (02) 9319 1510  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## DESCRIPTION OF PROPOSAL

## CURRENT USE

## ESTIMATED COST OF WORKS

\$

## WHO WILL BE ATTENDING THE MEETING

Please provide name and profession

1.

2.

3.

4.

CHECKLIST	Applicant Use		Office Use	
	Yes	No	Yes	No
1. Have four sets of plans been submitted? Note: If your proposal is subject to State Environmental Planning Policy No. 65 - Design Quality of Residential Flat Buildings, an additional six sets are required to be submitted for referral to the Design Excellence Panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have four copies of a Statement of Environmental Effects (SEE) been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has a USB or CD been provided with ALL forms, plans and documents saved as separate pdf files (limited to 3MB per file)? Note: Each plan, form and document must be individually labelled to identify the name of the file and the property address (Document type - property address).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## DISCLAIMER

The comments and views provided will be based on the plans and information submitted for preliminary assessment and discussion at the pre-lodgement consultation. Whilst every effort is made to identify issues of relevance and likely concern with the preliminary proposal, you are advised that:

- The views expressed may vary once detailed plans and information are submitted and formally assessed in the development application process, or as a result of issues contained in submissions by interested parties;
- Given the complexity of issues often involved and the limited time for full assessment, no guarantee is given that every issue of relevance will be identified;
- Amending one aspect of the proposal could result in changes which would create a different set of impacts from the original plans and therefore require further assessment and advice;
- The pre-lodgement advice will not in any way bind Council officers, elected Council members, or any other parties involved in the assessment or determination of development applications

## DECLARATION

- I apply for a pre-lodgement consultation as described in this application.
- I declare that all the information given is true and correct and electronic plans and documents submitted on storage medium e.g. CD, USB are an exact reproduction of the original source documents submitted with the application
- I understand that the information contained in this application and on this form (including plans and personal information) will be available to Councillors, Council Officers and any other parties involved in the assessment of the application.
- I give permission for Randwick City Council ('Council') to copy the pre-lodgement application form, plans, and any other supporting material, for any purpose associated with assessing the application, and for the purpose of complying with its obligations under the Government Information (Public Access) Act 2009.
- I warrant that if I am not entitled to copyright in respect of any submitted document, I have obtained permission from the copyright owner for Council to use the documents lodged with this application in accordance with the above paragraph.
- I indemnify the Council against all claims and actions in respect of a breach of copyright arising from the Council copying, issuing copies, reproducing or publishing any documents lodged with this application.

Signature: .....

Name: ..... Date: .....

## HOW TO LODGE THIS APPLICATION

<b>BY MAIL</b> with a cheque attached:	Post: Randwick City Council 30 Frances Street, Randwick NSW 2031
	DX: DX 4121 Maroubra Junction
<b>OVER THE COUNTER</b> (by courier or personal delivery) with payment made via cash, cheque, credit card or EFTPOS	Customer Service Centre 30 Frances Street, Randwick Open 8:30am – 5:00pm, Mon-Fri

## PRIVACY NOTIFICATION

The personal details requested on this form are being collected for the purpose of processing your application. The supply of information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. The intended recipients of the information include any parties involved in the assessment or with an interest in the application. The information may be viewed by Councillors, Council officers and members of the public.

Randwick City Council ('Council') is the name of the agency that is collecting and holding the personal information. Please advise Council if the information you have provided either changes or is incorrect or if you require your personal details to be suppressed.

**COPYRIGHT DISCLAIMER**

The Government Information (Public Access) Act (GIPA) provides that anyone may inspect, free of charge, certain documents held by a council. GIPA provides that a right to inspect a document under the Act includes a right to take away a copy of the document, whether free of charge or subject to reasonable copying charges.

It follows that anyone has a statutory right to inspect certain documents, subject to GIPA, and to take away copies. A council complying with its obligation under GIPA does not breach copyright law. However, a person who through this process obtains a copy of survey or other plans subject to copyright would be in breach of copyright law if those plans were later used in a way adverse to the interest of the holder of the copyright.

If you do copy, reproduce, republish, upload to a third party, transmit or distribute in any way plans, building specifications or other documents subject to copyright, contrary to the provisions of the Copyright Act 1968 (Cth) you will be taken to have indemnified Randwick City Council against any claim or action in respect to breach of copyright.

**FEES**

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays at lodgement, please contact us to obtain a fee quote prior to lodging your application.

Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Make cheques payable to Randwick City Council.

If lodging multiple applications, a separate payment must be made for each application.

OFFICE USE ONLY	RECEIPT CODE	FEE	GST
Assessment Fee		\$	
Information Management Fee		\$	
Design Excellence Panel fee (if applicable)		\$	
Other:		\$	
<b>TOTAL:</b>		\$	

**OFFICE USE ONLY**

Application received by: ..... Date: .....

Checked by Duty Planner/  
Customer Service Officer: ..... Date: .....

Receipt No: ..... Date: .....

Fee: \$ .....