



Randwick City
Council
a sense of community



the RANDWICK Pre Development Application guide

About this Guide

The Pre Development Application (DA) Guide explains what is involved in compiling a Pre DA application for consideration by Council staff.

This guide provides a simple step by step explanation to all the tasks and issues you need to consider and undertake prior to lodging a Pre DA.

Any Questions

If you need more information or advice, phone us on 1300 722 542 or come in and speak to our trained staff at our Customer Service Centre.

Our Customer Service Centre is Located on the ground floor in our administration building at 30 Frances Street, Randwick. The Centre's hours of operation are 8.03am - 5.00pm, Monday to Friday.

What's Inside

About the Pre DA Service

Do I need a Pre DA?

Council Policies

What do I need to provide?

Steps to Pre DA Lodgement

Fees

Pre DA Meeting Follow Up

Further Information

About the Pre DA Service

Randwick Council's Pre DA service provides a meeting with relevant Council staff to provide applicant's with early advice on their development proposal. Formal correspondence is then provided, outlining any issues that will need to be considered prior to the subsequent lodgement of the Development Application (DA).

Council provides this professional pre-lodgement service, comprising of a team of senior Council staff with wide experience in assessing applications, including planning, health and building and engineering staff and often other specialists, to ensure all issues associated with applications may be considered.

The service aims to provide a better understanding of the DA process and ensure there is consistency and continuity in advice provided by Council. The service also aims to provide information for discussion with neighbours so that potential conflicts may be avoided prior to an application being lodged.

Council's Customer Service Centre staff may also assist you to decide whether you need to discuss your proposal with specialist Council officers, such as our Heritage Planner.

In addition, they can provide general advice on the latter stages of the approvals process, such as building regulations, Construction Certificates, appointing a Principal Certifying Authority, Occupation Certificates and fire safety requirements.

It is our experience that applicants who participate in a pre-lodgement meeting and who heed the advice provided, are likely to save time and money if problems are sorted out at pre lodgement stage, prior to the lodgement of any formal development application.

Do I need a Pre DA?

Pre DA meetings are generally advisable for larger type developments, heritage dwellings and sites located within foreshore scenic protection areas i.e. new dual occupancy developments, to multi unit housing and mixed use developments.

Larger and more complex type proposals are more likely to require a Pre DA consultation meeting, than minor developments i.e. new single dwelling, alterations / additions to single dwellings.

For large or complex proposals, it is always advisable to have a formal pre-lodgement meeting.

Council Policies

Applicants are required to refer to the relevant Council Policies and Standards in preparing their Pre DA application for submission.

Controls which apply to your development may vary. A Duty Officer is available at the Customer Service Centre, should you require clarification of which controls apply to your site or alternatively you may contact Council on 1300 722 542.

What do I need to provide?

If you would like to present your proposal to Council as a Pre-DA you will need to prepare and submit draft plans to Council. Four sets of plans and where State Environmental Planning Policy (SEPP) No. 65 - Design Quality of Residential Flat Buildings, applies to your proposal an additional five sets are required to be submitted.

While your plans need not be to DA lodgement standard, the more detail you provide the better, as it enables us to provide more useful advice on your proposal.

Your Pre DA application should also include four copies of a draft Statement of Environmental Effects, which includes floor space and other numeric calculations, identifies key aspects of your development and includes compliance / non compliance with Councils controls.

Information is required to be submitted at least two weeks before you meet with Council officers. This allows for adequate time to visit the site and to thoroughly check you proposal to identify any issues, prior to providing any advice.

Steps to Pre DA Lodgement



Council's formal advice is inclusive of Town Planning advice i.e., Statutory and Policy Controls, and associated recommendations from various Departments within Council, as relevant to the application, i.e. Engineering, Landscaping etc.

While the Pre DA consultation service cannot determine the outcome of an application and does not bind Council, it provides useful early advice regarding your proposal and can help in determining whether to proceed with the application.

Further Information

For further information, please contact Council on;

Ph. 1300 722 542
Fax. (02) 9319 1510
Web. www.randwick.nsw.gov.au

Fees

Council charges a fee for this service and this is dependant on the type and cost of the development. For a fee quote, please contact Council on 9399 0999.

If the development is subject to SEPP 65, a Design Review Panel Fee (refer to Council's Fees and Charges) will also apply. This fee is payable each time the application returns to the Design Review Panel for consideration.

For further information on the Design Review Panel, please refer to the Joint Randwick / Waverley Design Review Panel Information Sheet, this is available on Council's website at;

www.randwick.nsw.gov.au

or

You may contact Councils SEPP 65 panel organiser on 9399 0892.

Pre DA Meeting Follow Up

Following the Pre DA consultation, Council will provide applicants with formal advice via correspondence which is generally completed within 5 working days.