

APPLICATION FORM



PRE-DEVELOPMENT APPLICATION MEETING FORM

(Including pre-purchase property speculation/development, strategic planning policy, re-zoning, new dwelling house or major alterations and additions to a dwelling house, townhouses, residential flat developments, duplexes, new commercial development or alterations and additions to a commercial development, childcare centres, boarding houses or any other development). **Twenty-one (21) days' notice is generally required. However, every effort will be made by Council to convene this meeting at an earlier date**

PROPERTY DETAILS

Unit No:	House No:	Street:
Suburb:	Owner:	
Proposal:		

APPLICANT'S DETAILS

Name:	Business Name:
Postal Address:	Phone No:
Suburb & Postcode:	Email:

NOTES:

- The pre-development application service is available to all intending applicants with fees being applicable to all new works, and significant alterations to BCA Class 2 to 9 buildings. An Assessment Team Leader or an Executive Planner will generally chair meetings, with appropriate technical advisers including Heritage, Engineering, Landscaping or BCA, being present. Higher fees are applicable for the P&E/Senior Executive Planner to attend meetings.
- Two (2) copies of detailed material (sketch plans, photographs, applicant's assessment of compliance) must be submitted with lodgement of this application form. This will enable Council staff to provide more comprehensive analysis of your proposal for pre-lodgement purposes. Sketch plans must be sufficient to detail the full nature and scale of the development i.e. elevations, floor plans, site plans.
- Council will provide minutes of the meeting to the applicant within thirty (30) working days of the meeting's conclusion.** These minutes will not be "verbatim" but will highlight the issues discussed and the meeting's outcome. The comments provided in the minutes will not be modified.
- No pre-application meeting can provide an authoritative statement as to the likely outcome of an application. A determination can only be made following the lodgement of an application and the completion of the assessment process.
- Generally, additional fees are payable should further meetings be required.
- No refund of fees will be made unless the meeting is cancelled or postponed at the applicant's request no less than five (5) working days before the scheduled meeting date.

Do you consider the meeting minutes to be commercial in confidence? YES ☐ NO ☐

Signature of Applicant: _____

PRIVACY STATEMENT

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

PRESCRIBED FEE TO ACCOMPANY THE APPLICATION 2025/2026

		Please tick
Large scale developments for mixed use or new residential flat buildings - Meeting with Executive Planners, Team Leader, Relevant Referring Officers and Administration Officer (minutes of meeting to be taken)	\$1,756.00 per meeting	<input type="checkbox"/>
Residential flat buildings, commercial alterations & additions only - Meeting with Team Leader, Assessment Officers and Administration Officer (minutes of meeting to be taken)	\$1,172.00 per meeting	<input type="checkbox"/>
Small scale single dwellings & duplexes – Meeting with Team Leader, Assessment Officers and Administration Officer (minutes of meeting to be taken)	\$846.00 per meeting	<input type="checkbox"/>
Meeting with Strategic Manager plus Strategic Officers and Administration Officer (minutes of meeting to be taken)	\$1,640.00 per meeting	<input type="checkbox"/>

NOTES:

Fee to be paid at time of lodgement of this form. The Chief Executive Officer and Director of P&E have Delegated Authority to vary the above fees. Council reserves the right to determine appropriate officers to attend meetings.

FOR COUNCIL USE			Pre DA Meeting - Cashier Code 723	
Total	Receipt Number	Date	Time	Initials