

PRE-LODGEMENT MEETING | FAQs

WHAT IS A PRE-LODGEMENT MEETING?

A pre-lodgement meeting is a meeting between prospective applicants and Council technical staff to discuss a proposed development, Local Environmental Plan (LEP) amendment or Development Control Plan (DCP) amendment. A pre-lodgement meeting provides a prospective applicant the opportunity to discuss and receive feedback from Council on the technical aspects of the development proposal, LEP amendment or DCP amendment.

There are no mandatory requirements to attend a pre-lodgement meeting prior to making a development application. However, a pre-lodgement meeting is encouraged by Council as the most appropriate means of addressing enquiries of a complex, site specific nature or related to a LEP or DCP amendment, where formal feedback is being sought from Council on a specific development concept or proposal prior to the physical lodgement of the development application.

A pre-lodgement meeting may provide valuable information that may assist with the preparation of a development application, LEP amendment or DCP amendment and avoid unnecessary delays during the assessment process.

Applicable fees associated with a pre-lodgement meeting are outlined within Councils Fees and Charges.

There are three categories of pre-lodgement meeting depending upon your requirements:

- Pre-arrangement 30 minute concept meeting – no minutes
- Pre-arranged 1 hour pre-lodgement meeting (<\$1M or subdivision <10 lots) – minutes provided
- Pre-arranged 1 hour pre-lodgement meeting (>\$1M or subdivision >10 lots) – minutes provided

WHAT STAFF CAN DO FOR YOU:

- Provide guidance on the proposals likely consistency (or otherwise) with relevant
- Council plans and strategies
- Confirm applicable Council
- Advise you whether your proposal is generally permissible
- Confirm applicable Council development requirements (it is also recommended that you make a preliminary check of Council's planning and policy documents prior to making an appointment – these are available for downloading, free of charge, from Council's [website](#). This information is also available at Singleton Council's Customer Service Centre)
- Identify Council information requirements (ie additional technical studies that should be lodged with your development application)
- Identify the level of assessment and any additional approvals required
- Identify the need for the application to be referred to other agencies
- Identify design issues that will need to be addressed based on a preliminary assessment of submitted information (eg. Traffic, bushfire, flooding, heritage contamination, etc) and explore possible solutions to those issues
- Provide clarity and certainty about the assessment process and typical timeframes
- Provide information on Building Code of Australia issues relating to your development
- Provide minutes of the meeting discussion for pre-lodgement meetings
- In some cases the issues to be covered can seem overwhelming, however a prelodgement meeting exists to assist you to overcome any hurdles you may face in the preparation of your development application to make the approval process as smooth as possible

WHAT STAFF CANNOT DO FOR YOU:

- Provide a detailed assessment of the development proposal
- Provide a comprehensive assessment of your proposal with respect to Building
- Code of Australia issues
- Indicate the likely outcome of the ensuing assessment process (eg. Even though staff may advise you that your proposal is permissible, this does not guarantee approval, and your development application, when it arrives at Council, will be assessed on its merits)
- Speculate on Council's view on specific issues should such issues be raised subsequently in public submissions
- Provide feedback on development applications other than that for which the meeting was requested.

HOW DO I ARRANGE A PRE-LOGGEMENT MEETING?

- To arrange a pre-lodgement meeting, prospective applicants need to:
- Obtain and complete the Application to Attend a Pre-Lodgement Meeting form
- Lodge 1 copy of the signed and completed form accompanied by the associated plans and statements. Applications need to be received by Council for review a minimum of 10 days prior to the meeting.
- A Council Officer will contact you to arrange a meeting time. Pre-lodgement meetings are held on a Wednesday in the following timeslots: 9:30am, 10:30am and 11:30am.
- Documentation is to be submitted via [email](#)

WHAT INFORMATION DO I NEED TO SUBMIT WITH MY REQUEST FOR A PRE-LOGGEMENT MEETING?

Information that must be submitted with your request to attend DAP is:

- 1 copy of preliminary or conceptual plans of the proposal
- Completed application form
- A one page summary of the proposed development, LEP or DCP amendment
- And any other details relevant to your proposal

Note: A meeting request will not be processed or meeting date confirmed until Council is in receipt of all the relevant documentation.

WHAT HAPPENS AFTER I HAVE A PRE-LOGGEMENT MEETING?

For 1 hour pre-lodgement meeting, within 5 days following the meeting, minutes of the meeting and a summary of the items discussed will be issued.

NEED FURTHER INFORMATION?

For further information on the pre-lodgement meeting process, please contact Singleton Council's Duty Planner on **T 02 6578 7290**