

Our pre-lodgement meeting service gives you the opportunity to meet with our senior assessment staff to discuss your proposal before you lodge your DA.

To get the most out of your meeting please identify the issues you want to raise and supply two hard copies and one electronic copy of proposed plans and supporting information at least 10 working days prior to your meeting. Provide as much detail as you can including: site, locality and lot layout plans that are to scale; building locations, elevations and set backs; site access and parking; existing natural or environmental features or constraints; infrastructure within the site, relevant adjoining development or infrastructure.

Proposed Development

Preferred Meeting Date & Time

Property Details

Lot Number

Deposited/Strata Plan Number

Section Number

Address

Suburb/Town

Postcode

Applicant Details

Applicant(s) Name/Company

Postal Address

Suburb/Town

Postcode

Telephone Number

Mobile Number

Email Address

Applicant's Signature

Date

Is applicant the property owner?

If no, what is the owner's name?

Is owner aware of this proposal?

Office Use Only:

Fee Paid

Receipt Number

CSO Initials

Date

Pre-lodgement Details

Is this your first pre-lodgement meeting relating to this proposal?

If no, what number meeting will this be?

Please list the information you have supplied with this form:

- Site plan
- Floor plans and elevations
- Other (please specify):
- Other (please specify):
- Other (please specify):

Please note: The quality of the advice we'll be able to give depends on the level of detail and the accuracy of the information you provide. The better the information, the better the feedback you can expect.

Once this form is processed we'll get in touch and will send you a letter confirming your meeting date and time. The letter will include a reference number. Please quote this number in any further communications.

If you are unable to supply all information at the time of booking, please send any additional documents at least 10 working days prior to your meeting (two hard copies and one electronic copy) and quote your reference number. Provide as much detail as you can including: site, locality and lot layout plans (to scale); building locations, elevations and set backs; site access and parking; existing natural or environmental features or constraints; infrastructure within the site, relevant adjoining development or infrastructure; information relating to specific technical matters (e.g. engineering, vegetation retention).

Please list the issues you'd like to discuss:

Please list the names of the people who will be attending the meeting:

How to Lodge this Form

Submit this form along with payment (see the Fees & Charges document on our website for current fees). You can lodge the form either **in person** at Council - we are open 8.30am to 4.30pm Monday to Friday (excluding Public Holidays) or **post** to the address below.

Privacy Notice: Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

ABN 45 851 497 602
2 Pulteney Street Taree | PO Box 482 Taree NSW 2430
T 02 6592 5399
www.gtcc.nsw.gov.au