

# PRE DEVELOPMENT APPLICATION FORM



## About this form:

Council recommends applicants proposing new major developments (other than dwelling houses) undertake a Pre Development Application (Pre DA) process before lodging a development application. Although Pre DA's are not mandatory, consultation early in the design process may identify issues, saving applicants' time and money.

Council will assess the information provided, conduct a site inspection and meet with the applicant (if necessary) and provide advice by way of a letter, identifying any relevant issues to be addressed. The Pre DA advice will assist in the preparation of a development application. The advice in no way fetters the discretion of Council in the assessment and determination of any future application for the site. In particular, other issues not identified in the advice may emerge during public consultation, specialist review and consideration of a complete application. Should you require further assistance please contact visit Council's website:

[https://www.waverley.nsw.gov.au/planning/development\\_applications/pre-development\\_applications](https://www.waverley.nsw.gov.au/planning/development_applications/pre-development_applications)

## How to submit your application:

This completed application form and supporting documentation are to be submitted via email to [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au) attention to the Duty Planner. Once your application has been accepted by Council, you will be contacted by Council's Customer Service team for payment.

### APPLICANT DETAILS *(It is important that we are able to contact you if more information is needed)*

Mr  Ms  Mrs  Dr.  Other \_\_\_\_\_ *(Mark the appropriate box)*

Family Name (or Company): \_\_\_\_\_

Given Names (or ACN/ABN): \_\_\_\_\_

Contact Person (if a Company): \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Phone No. (Daytime): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

### PROPERTY DESCRIPTION *(This will help us to correctly identify the subject property)*

Unit/Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Lot and DP/SP No.: \_\_\_\_\_

Zoning: \_\_\_\_\_

Site Area: \_\_\_\_\_ m<sup>2</sup>

**PROPOSED DEVELOPMENT**

**Description of proposal:**

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**Estimated development cost (inc GST):** \$ \_\_\_\_\_

**SUBMISSION CHECKLIST** *(The more detail provided will enable Council to provide better advice).*

1. **Concept report or Draft Statement of Environmental Effects (SEE):** That provides an introduction to overall concept or proposal, existing use, history, description of site and its surrounding area and detailed description of proposed works.
  2. **Plans:** To scale, including site plan, elevations and sections, waste disposal, carparking layout, stormwater and drainage concept, access/mobility, landscape concept plans and streetscape (showing adjoining properties – can be photographs)
  3. **Compliance table:** A numeric assessment of the application against the Council controls in [Waverley LEP 2012](#) and [Waverley DCP 2022](#). This can be included in your draft SEE
  4. **Photomontage:** In PDF or JPEG format for multi-residential development, mixed use development, development subject to Part E of the WDCP and new dwellings.
  5. **Application fee:** based on the type of development and estimated cost of works
- Please *individually* labelled each document to identify the property address and subject of file, each in pdf form, limited to 2MB per file.**

**DISCLAIMER**

A review of the proposed scheme will be undertaken by the assessment officer including the management team. The advice provided is proffered to assist you in formalising a development proposal for this site. It is expected that the issues identified will be addressed in the lodgement of any future development application to Council. The Pre DA advice is intended as a guide only and in no way fetters the discretion of Council in the assessment and determination of any future development application/s for the site. Other issues may arise which were not identified in this advice due to public consultation, draft environmental planning instruments, plans, policies or codes, specialist review and consideration of a complete development application.

Any future Development Application for this site, may be determined by Council staff under delegation or by the Waverley Local Planning Panel or the Regional Planning Panel should the proposal constitute regionally significant development. For a list of documentation to be submitted with any Development Application, please refer to the Waverley Development Application Guide on Council’s website.

This advice does not represent the view of the elected Council.

The results, conclusions and recommendations made in this advice should be reviewed separately by an experienced and competent person with experience in development applications and planning before being relied on or used.

**I have read and understood the provisions set out above.**

**Applicant’s Signature:**

**Date:**