



PRE-LODGE MENT BOOKING FORM

All correspondence to: **General Manager PO Box 42 Gunning NSW 2581**
Environment & Planning Department Crookwell - Telephone: (02) 48 301 000

ABOUT THIS SERVICE

Our pre-lodgement service provides a meeting with relevant Council staff to give early comment on a development proposal. Council will provide applicants with minutes of the meeting and outlining issues that need to be addressed in any subsequent Development Application. (Please see fee schedule below)

A hard copy and one electronic copy of plans and supporting information must be lodged a minimum of ten (10) days prior to the meeting to allow officers to review information, visit the site (if required) and identify issues.

The Service has the benefit of providing early comment, highlighting issues, avoiding future conflicts and achieving smoother DA processing. The comments provided through this Service do not bind Council in anyway.

1. PROPERTY DETAILS			
Lot		DP	
Street Address			
Suburb			
2. PROPOSED DEVELOPMENT			
3. APPLICANT DETAILS			
Name			
Company			
Postal Address			
Phone		Mobile	
Email		Fax	
Applicants Signature:			Date:

MEETING TIMES are each Tuesday between 1pm and 2pm only

We will contact you with a scheduled date

Is this the 1st Pre-lodgment meeting?	(Yes/No)
If no, what number meeting will this be?	
Is the applicant the property owner?	(Yes/No)
If no, is the property owner aware of this proposal?	(Yes/No)

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4. INFORMATION SUBMITTED FOR PRE-LODGE		
5. LIST ISSUES FOR DISCUSSION AT THE PRE-LODGE		
6. LIST PERSONS ATTENDING PRE-LODGE MEETING		
FEES		
Simple development proposal		Free
Simple development proposal with written advice		\$250
Complex development proposal > \$1mil with written advice		\$1000
Complex development proposal > \$5mil with written advice		\$2000
Credit Card Payments can be made by completing and forwarding the Credit Card form with your application.		
OFFICE USE ONLY		
Registration No:		Parcel No:
Meeting Date:		Meeting Time:
Meeting Room:		