



# Development Application Pre-Lodgement Meeting and Advice

116 Adelaide Street,  
Raymond Terrace NSW 2324

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**e** [council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au)

**DX** 21406 | **ABN** 16 744 377 876

NOTE	LODGE
<ol style="list-style-type: none"><li>1. This form relates to proposed development applications;</li><li>2. The views expressed may vary once detailed plans and documentation are submitted and formally assessed, or as a result of issues contained in submissions by other parties; and</li><li>3. Amending the request/ proposal will require further assessment.</li><li>4. Submission of the pre-lodgement meeting request form and proposed development plans is required a minimum of 10 days prior to the allocated meeting date.</li></ol>	<p>Please forward your completed application form by email to <a href="mailto:dalodgement@portstephens.nsw.gov.au">dalodgement@portstephens.nsw.gov.au</a></p>

## PART A

### APPLICANT DETAILS

Name	<input type="text"/>		
Business	<input type="text"/>	Position	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

I hereby make application to Council for an assessment of the submitted materials and proposal as part of a Pre-Lodgement Advice Service. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested.

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

## PART B

### PROPERTY DESCRIPTION

Lot No.	<input type="text"/>	DP/SP/Sec/Por.	<input type="text"/>
House No.	<input type="text"/>		
Address	<input type="text"/>		

**PART C****DESCRIPTION OF PROPOSAL****PART D****IDENTIFY SPECIFIC ISSUE(S) TO BE DISCUSSED/CONSIDERED**

Additional supporting information provided with this request:

☐ Survey plan      ☐ Historic approval      ☐ Other (provide full details below)

**PART E****SCHEDULE OF FEES AND CHARGES**

Council holds pre-lodgement meetings free of charge. Please note that Council does not take minutes of pre-lodgement meetings unless requested prior to the date of the meeting. Taking of minutes incurs a charge in accordance with the Port Stephens Schedule of Fees and Charges (in place as at the date that payment falls due). Payment of meeting minutes must occur prior to the meeting taking place.

Details	Request minutes?
Residential developments (inc. outbuildings and/or up to 5 dwellings), subdivisions (up to 5 lots), or any other development with a value of works up to \$1 million	<input type="checkbox"/>
Residential developments (more than 5 dwellings), subdivisions (more than 5 lots), or any other development with a value of works over \$1million	<input type="checkbox"/>
Request written advice only. Charged at hourly rate (minimum of one hour) as per Schedule of Fees and Charges.	<input type="checkbox"/>

**PRIVACY**

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** The purpose of this form is to enable Council to record the matter raised and taken appropriate action.

**Intended recipients:** Council employees, contractors and other third parties where appropriate.

**Supply:** Voluntary.

**Consequence of Non Provision:** Council may not take action on the matter raised.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Please contact Council on 02 4988 0255 to enquire how you can access information.