

## PRELIMINARY DEVELOPMENT ADVICE REQUEST

Please complete this form to request advice from Council's Development Services Team to discuss any proposed development prior to the lodgement of a Development Application/Complying Development Certificate. **This is a FREE service.**

### PROPERTY DETAILS

Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Suburb or Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Lot No. \_\_\_\_\_ Section No. (If Applicable) \_\_\_\_\_ DP No. \_\_\_\_\_  
Parish: \_\_\_\_\_ Zone: \_\_\_\_\_ Site Area: \_\_\_\_\_

### APPLICANT DETAILS

Name: (Full Name Required) \_\_\_\_\_  
Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Suburb or Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Daytime telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### INFORMATION PROVIDED

Please provide the following information regarding the proposed development:

- |                                                                         |                                              |
|-------------------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Description of development                     | <input type="checkbox"/> Site plan           |
| <input type="checkbox"/> Other Plans (elevations; internal layout; etc) | <input type="checkbox"/> Operational Details |

The more detailed the information provided to Council, the better the advice that can be given.

### NOTES & SIGNATURE(S)

- The intent of the preliminary advice is to provide broad comment on the proposed development and the information submitted, as well as indicate the issues which Council considers should be addressed in a Development Application. Other issues may arise depending on the final design of the development and the advice cannot address all matters that will need to be considered by Council once a Development Application is lodged. On receipt of any preliminary advice it should not be assumed that development consent will be automatically granted. Addressing the identified matters is not a pre-requisite for approval.
- Once a Development Application is lodged there are certain statutory processes which need to be undertaken in assessing an application. These include notification of property owners in the locality and advertising of the proposed development in the local newspaper. An application may be referred to specialist staff and possibly to other government departments.
- Based on comments and advice from either specialist staff or the public, issues may arise requiring additional information, or changes to the proposal. Depending on the level of comment from the community, it may necessitate the determination of the application by a committee or panel.

**I/we the applicant(s) acknowledge the above notes & request preliminary advice from Council:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_