

## FACT SHEET - PRELIMINARY DEVELOPMENT ADVICE

### Introduction

Inverell Shire Council offers a free service providing preliminary town planning advice at the initial stages of a proposed development. Council sees this as an important step to identify development issues up-front. This process helps to ensure that once an application is lodged it can be assessed in a timely and efficient manner.

Council suggests that preliminary advice should be sought for multi-residential, commercial, industrial or large subdivision proposals; however, Council is willing to provide advice on any development proposal.

This fact sheet outlines the preliminary development advice process and information requirements. Further information on the process and information requirements to lodge an application can be found under Council's *Development Application Information Guide for Building, Development and Subdivisions* available from Council's website ([www.inverell.nsw.gov.au](http://www.inverell.nsw.gov.au)) or administration centre.

### Process

1. The proponent (owners, developers, designers, etc) requests that Council review their development proposal. This request must be made in writing and include at least the information set out below;
2. Council undertakes a preliminary assessment of the proposal to determine the permissibility, compliance with state and local requirements, and any environmental issues or non-compliance matters;
3. A formal response will be prepared discussing the outcome of the preliminary assessment, any matters that need addressing and the information requirements for the formal lodgement of a DA or CDC;
4. A copy of Council's correspondence and any relevant documents will be forwarded to the proponent.

### Information requirements

A cover letter/introductory e-mail is sufficient for simple enquiries, e.g. is a development permissible, is a site flood prone, does the site benefit from a building entitlement, etc.

If more detailed or design specific advice is required then the following information is required:

- A cover letter or e-mail explaining the development including current uses, surrounding uses, the proposed use and building work; and operation and management details for any commercial/industrial development;
- A site plan showing the site as it is and what development is proposed;
- Elevations for additions;
- Floor plans;
- Subdivision layout.

*Note: Some example plans are provided overleaf for your information.*

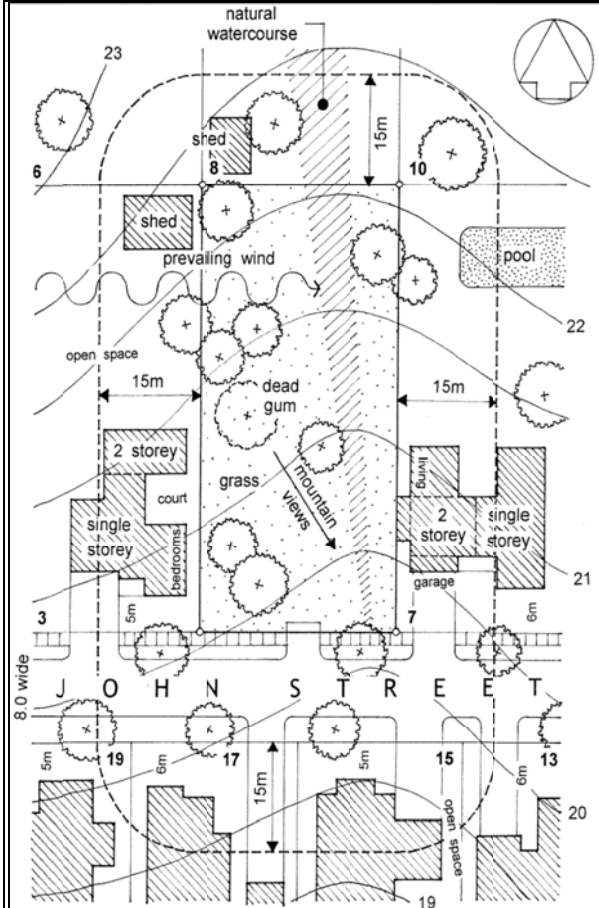
If required, an on-site meeting with Council staff can also be arranged.

### Contact

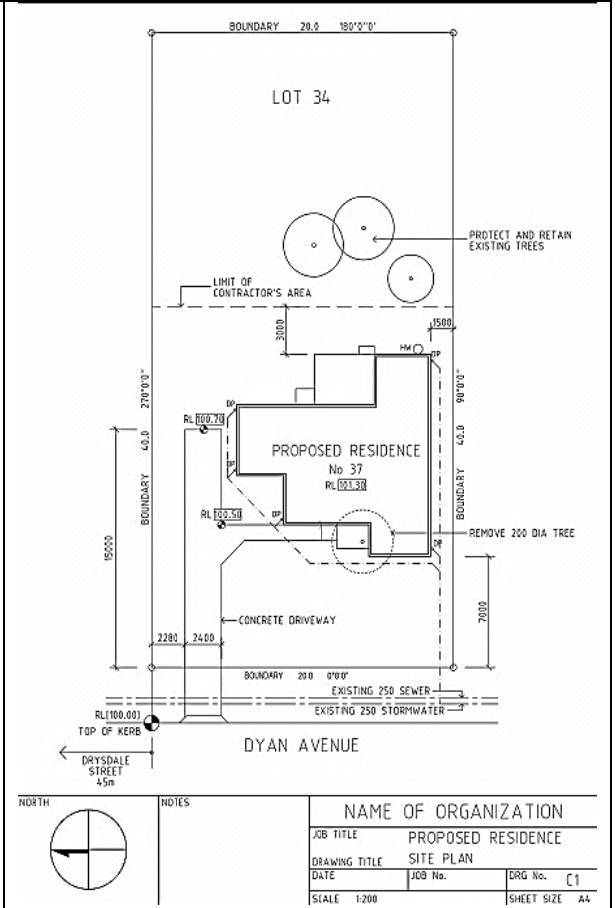
If you need clarification on any of this information please do not hesitate to contact Council's Development Services Division on 02 6728 8200.



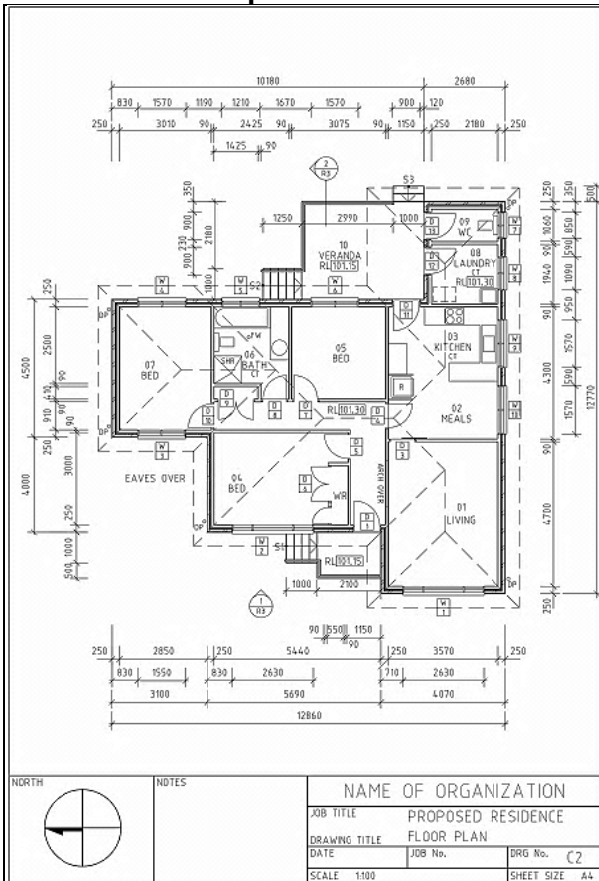
Example Site Analysis Plan



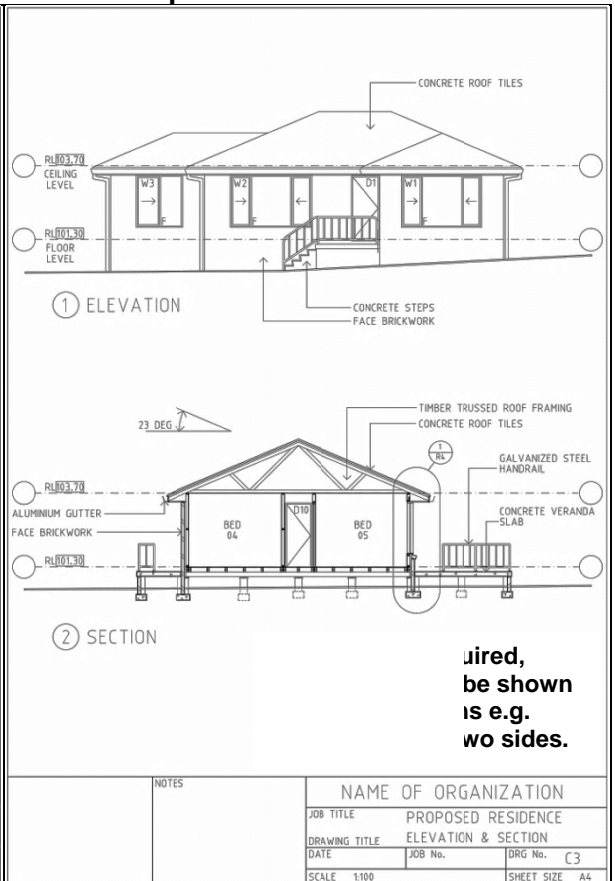
Example Site Plan



Example Floor Plan



Example Elevation and Section



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