



# PRE DA MEETING REQUEST FORM

OFFICE USE ONLY
Document No:.....
Meeting Date:.....

## HOW TO LODGE THIS APPLICATION

Pre DA meetings are held to provide applicants with an opportunity to discuss details of a proposed development with relevant council officers, and to identify any issues which may arise during the development assessment process. An important objective of a Pre DA meeting is to avoid future conflicts and assist in the preparation of a development application.

Council recommends a Pre DA meeting for larger, complex proposals.

To request a Pre DA Meeting please complete this form and submit it, along with the supporting documentation (as listed below), to [council@balranald.nsw.gov.au](mailto:council@balranald.nsw.gov.au). Prior to lodging this application, you must discuss the proposal with Council's planning staff.

Meetings are held by appointment and the appropriate documentation needs to be lodged no less than 2 weeks before the prescribed date. A Council Officer will contact you to confirm a meeting time and date.

## PROPERTY DETAILS

Unit No	House No	Street	
Suburb		Site Area m <sup>2</sup>	
Lot(s)	Section	Deposited Plan (DP)	
Other		Strata Plan (SP)	

## APPLICANT DETAILS

Surname		Company	
First Name		Company Contact	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email			

## DESCRIPTION OF PROPOSED DEVELOPMENT

*(include as much detail as possible, such as hours of operation, staffing numbers, cost of development and permissibility)*

**MEETING ATTENDEES AND RELATIONSHIP TO THE DEVELOPMENT**

Name	Role/Expertise

**SUPPORTING DOCUMENTATION**

**Please confirm you have provided the following documentation in conjunction with your request:**

- Detailed written description of proposed development
- Concept plans, including site plan and elevations (at a scale of 1:100 or 1:200)
- Survey Plan
- If subdivision, proposed subdivision layout

**You should discuss the proposal with Council’s planning staff prior to lodging a request for a Pre DA meeting.**

Name of Officer:.....

Date of discussion.....

**PRIVACY NOTIFICATION**

Council is subject to the Privacy and Personal Information Protection Act 1998 in dealing with your personal information. [Council's Privacy Management Plan](#) describes how the agency meets these obligations. Personal information is being collected for the purpose of processing your application in accordance with the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2021. This includes notification and advertising purposes, and consultation with other government agencies in relation to your application. By providing your personal information you agree for Council to share it from time to time with a third party to conduct customer research or satisfaction surveys relating to your application in order to improve Council processes. You also agree that Council may use your personal information from time to time to contact you and notify you of legislative and other amendments that may have an impact on you. Delegated Council officers and agents acting on behalf of Council will be the recipients of your personal information. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Your personal information will be kept securely in Council's Information Management System in accordance with the relevant legislation. Council's address is 70 Market Street BALRANALD NSW 2715. You may correct or update your personal information by written correspondence to Balranald Shire Council, PO Box 120, BALRANALD NSW 2715 or by sending an email to [council@balranald.nsw.gov.au](mailto:council@balranald.nsw.gov.au).