



Locked Bag 22, (184 – 194 Bourke Street)  
GOULBURN NSW 2580  
Phone: 4823 4444 E: council@goulburn.nsw.gov.au

## PRE-LODGEMENT MEETING REQUEST

This form is to be used to request a pre-lodgement meeting with Council's Planning & Development Business Unit.

### PART 1. SERVICE REQUESTED

- Pre-lodgement meeting with a CIV of project <\$2m. Fee for this service is \$600
- Pre-lodgement meeting with a CIV of project >\$2m. Fee for this service \$1,200

Cost assessment of the proposed development:  
(Cost must be realistic, Council may require written confirmation of CIV)

### PART 2. APPLICANTS DETAILS

Company Name (if applicable):

Title: Given Name/s: Family Name:

Phone: Email Address:

Postal Address:

### PART 3. LAND DETAILS

Street Number: Street Name: Suburb:

Lot(s): Section: Deposited Plan:

Current use of the land (e.g. vacant land, residential):

### PART 4. MINIMUM REQUIREMENTS

Council require the following information as a minimum to schedule pre-lodgement meetings. Note: Council will not entertain bookings in advance on the promise of information to follow at a later date.

- A definition of the development in accordance with the [Goulburn Mulwaree Local Environmental Plan 2009](#) (LEP) or other legislative framework.
- A statement covering the proposal and reasons for the pre-lodgement meeting including any specific planning issues that require consideration.
- A statement identifying any potential issues of non-compliance of the proposed development in accordance with the development controls contained within the [Goulburn Mulwaree Development Control Plan 2009](#) and/or LEP and/or other Statutory Planning Policies.
- Scaled site plan(s) identifying the results of the site analysis and the proposed layout of the development.
- Scaled indicative floor plans demonstrating how the building/proposal is to be utilised.
- Scaled elevation plans of the development.

**PART 5. ATTENDEES (MAX 4 – PRE-LODGEEMENT MEETING ONLY)**

NAME		TITLE/POSITION
1.		
2.		
3.		
4.		

**PART 6. TERMS & CONDITIONS**

In lodging this request for a pre-lodgement advice, the applicant accepts that:

- ✓ At the conclusion of the pre-lodgement meeting, minutes will be provided to the applicant via email within 21 business days. The minutes will not be “verbatim” but will highlight the issues discussed during the pre-lodgement.
- ✓ A pre-lodgement meeting does not constitute development approval, each development application is assessed on its own merits upon formal lodgement of the application with Goulburn Mulwaree Council.
- ✓ Whilst every effort will be made by Goulburn Mulwaree Council officers to provide extensive feedback, a pre-lodgement meeting may not identify all areas of concern or requirements which are raised during the subsequent assessment process.
- ✓ Payment is required prior to the pre-lodgement meeting. The applicant accepts all responsibility where the payment for pre-lodgement meetings has been on-costed to a third party.
- ✓ No refund of fees will be made unless the meeting is cancelled or postponed at the applicant’s request no less than five (5) business days before the scheduled meeting date.
- ✓ A pre-lodgement meeting can be requested by email with attached supporting documents as stipulated under Part 4 of this form via [planningenquiries@goulburn.nsw.gov.au](mailto:planningenquiries@goulburn.nsw.gov.au).

Signature:

Date:

*Council collects personal information only for a lawful purpose that is directly related to Council’s planning functions and activities. For further information please contact Council’s Privacy Officer or refer to Council’s Privacy Management Policy at [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au).*