



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

Date Received:
D.L Officer:
Meeting Minutes: #
Meeting Details

APPLICATION FOR PRE-LODGEMENT MEETING REQUEST

This form is to be used to request a pre-lodgement meeting with Council's Planning and Environment Technical Officers to discuss your proposed development, prior to formal lodgement of the development application with Council. Upon receipt of the information Council will attempt to arrange for a pre-lodgement meeting to be held within 10-15 business days subject to the availability of required technical staff.

PART 1. APPLICANTS DETAILS

Company Name (if applicable):

Title:	Given Name/s:	Family Name:
Phone:	Email Address:	

Postal Address:

PART 2. LAND DETAILS

Street Number:	Street Name:	Suburb:
Lot(s):	Section:	Deposited Plan:

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

PART 3. 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 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 4. INVOICE DETAILS

Debtor Name:	ABN:
Debtor Address:	
Phone:	Email Address:

PART 5. DECLARATION

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

- ✓ At the conclusion of the pre-lodgement meeting, minutes will be provided to the applicant via email within 15 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.
- ✓ Invoicing details are required to be provided up-front. 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 3 of this request form via planningenquiries@goulburn.nsw.gov.au.

Signature:

Date:

Council collects personal information only for a lawful purpose that is directly related to Council’s functions and activities. Council is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA. For further information or clarification please contact Council’s Privacy Officer or refer to Council’s Privacy Management Policy at www.goulburn.nsw.gov.au.