

PRE-LODGE MENT MEETINGS

What is a Pre-lodgement Meeting ?

A pre-lodgement meeting is a meeting between prospective applicants and Council technical staff to discuss a proposed development with Council. A pre-lodgement meeting provides a prospective applicant the opportunity to discuss and receive feedback from Council on the technical aspects of the development proposal (generally Class 2 – 9 buildings) following a preliminary assessment of previously submitted plans and documents detailing the proposals.

There are no mandatory requirements to have a pre-lodgement meeting prior to making a development application. However, pre-lodgement meetings are encouraged by Council as the most appropriate means of addressing enquiries of a complex or site specific nature, where formal feedback is being sought from Council on a specific development concept or proposal plan prior to the physical lodgement of the development application.

Pre-lodgement meetings may also provide valuable information that may assist with a development application being deemed a 'well made' application.

Pre-lodgement information for Class 1 and 10 buildings (excluding dual occupancy and residential flat buildings) a pre-lodgement advice application form can be completed and lodged with Council (no fee applies) and an officer will assess the information and respond to you in 10-14 working days.

What is the purpose of a Pre-lodgement Meeting ?

The purpose of a pre-lodgement meeting is best described in terms of what the meeting is, and is not, intended to achieve. This is described as follows:

Pre-lodgement meetings **are** intended to:

- ✓ Confirm applicable Council development requirements (planning scheme, zoning policy requirements);
- ✓ Identify Council information requirements (additional technical studies that should be lodged with the application);
- ✓ Identify the level of assessment and any approvals required;
- ✓ Identify the need for the application to be referred to other agencies;



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- ✓ Identify design issues that will need to be addressed based on a preliminary assessment of submitted information; e.g. contamination, social impact assessment, traffic study etc.;
- ✓ Explore possible solutions to those design issues; and
- ✓ Provide clarity and certainty about the assessment process and typical timeframes.
- ✓ Provide minutes of the meeting discussion

Pre-lodgement meetings **are not** intended to:

- ✗ Provide a detailed assessment of the development proposal;
- ✗ Indicate the likely outcome of the ensuing assessment process;
- ✗ Provide a detailed compliance audit of the development proposal against applicable planning scheme codes or other Council policy instruments;
- ✗ Speculate on Council's view on specific issues should such issues be raised subsequently in public submissions; and
- ✗ Provide feedback on development applications other than that for which the meeting was requested.

How Do I arrange a Pre-lodgement Meeting ?

To arrange a pre-lodgement meeting, prospective applicants need to:

1. **Obtain and complete** the Pre-Lodgement Meeting Request Application Form.
2. **Lodge** 1 copy of the signed and completed form accompanied by the associated statements and plans
3. **Pay the pre-lodgement meeting fee** – An application fee is payable in conjunction with the lodgement of a request for a pre-lodgement meeting. This fee is based on a meeting duration of one (1) hour and is listed in Council's Fees and Charges Document on the website.
4. **A Council Officer will contact you to arrange a meeting time.** The meeting will be approximately one (1) hour and a tentative booking can be made up to one (1) month in advance (to be confirmed at least seven (7) days before).

Documentation is to be submitted at the Council's Chambers in Oliver Avenue, Goonellabah or email council@lismore.nsw.gov.au



43 Oliver Avenue
Goonellabah NSW 2480
www.lismore.nsw.gov.au

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What Information do I need to submit with my request for a Pre-lodgement Meeting ?

Information that must be submitted with your request for a pre-lodgement meeting is:

- 1 copy of Preliminary or Conceptual Plans of the Development Proposal including site plan and elevations of the proposal
- Completed Pre-lodgement Advice Application form
- Details of payment method

Note: A meeting request will not be processed or meeting date confirmed until Council is in receipt of all the relevant documentation.

When and where will my Pre-lodgement Meeting be held ?

On receipt of a properly completed request for a pre-lodgement meeting (including required information, plans and payment), Council will confirm meeting arrangements (time, date and location) seven (7) days before.

Meetings will generally be limited to an hour on Tuesdays mornings at 9 am (unless alternative arrangements are made in advance of the meeting) and applicants are encouraged to focus on the core matters for which Council comment or direction is sought.

Pre-lodgement meetings will be held at Council's Administration Building, 43 Oliver Avenue, Goonellabah unless otherwise advised by Council.

What happens after the Pre-lodgement Meeting ?

A written record of the meeting will be prepared outlining technical advice provided by Council and the key outcomes of the meeting. A copy of the meeting record will be forwarded to the applicant generally within five (5) business days of the meeting.

Need Further Information ?

For further information on the pre-lodgement meeting process, requirements and procedures within Lismore City Council, please contact Council's Customer Service Officers on 1300 87 83 87 or visit Council's website on www.lismore.nsw.gov.au



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