



# Pre-DA Consultation Service Application

Expiry Date: 30 June 2010

## About this form About this Service

Use this form to apply for the pre-DA consultation service to discuss a development proposal.

Our pre-DA service provides a meeting with relevant Council staff to give early comment on a development proposal. After the meeting, we provide applicants with a letter setting out minutes of the meeting and outlining issues that will need to be addressed in any subsequent development application. Plans and supporting information must be lodged a minimum of eight days prior to the meeting to allow us to review information, visit the site, if required, and identify issues.

The service has the benefit of providing early comment, highlighting issues, avoiding future conflicts and achieving smoother DA processing. The comments provided do not bind Council in any way.

## Documentation

- Six copies of plans and elevations including site analysis clearly showing all new works coloured.
- Two copies of photographs of the site and its context, including all elevations of existing buildings.
- Six copies of a preliminary statement of environmental effects.
- Two copies of a preliminary heritage impact statement for heritage items, property in a heritage conservation area, property in the vicinity of an item or area, a known or potential archaeological site, a draft heritage item or a property in a draft heritage conservation area. Refer to the DA Guide annexure for information on preparing a statement of heritage impact.
- Two copies of a preliminary demolition report if full or substantial demolition is proposed for a building that is not a heritage item or a building that is not located in a heritage conservation area. Refer to the DA Guide annexure for information on preparing demolition reports.

The more detail you provide at this stage, the greater the assistance that can be provided by staff.

## ▼ Applicant and site details

**1. Your name, address and contact details**

Title Mr  Mrs  Miss  Ms  Other .....

Family name (or company) .....

Given names (or ACN) .....

Postal address .....

..... Post code.....

*(We will post our reply to this address)*

Phone..... Fax .....

Email..... Contact person.....

Applicant's signature..... Date .....

## 2. Who will be attending the meeting with you and what are their areas of expertise?

| Name  | Area of expertise |
|-------|-------------------|
| ..... | .....             |
| ..... | .....             |

**3. Location of the property**

Unit, shop or suite ..... Street no .....

Street .....

Suburb .....

## ▼ Development details

**4. Description of the proposed development** .....

**5. What is the property used for at present?** .....

.....

Date use commenced: .....

**6. Estimated cost of works** \$ .....

..... m<sup>2</sup>

**7. Estimated new floor area proposed** .....

## Supporting information

- 8. What information are you providing? eg:**
- |   |                          |
|---|--------------------------|
| • Photos of the site and its context (2 copies) .....       | <input type="checkbox"/> |
| • Site analysis and design response (6 copies) .....        | <input type="checkbox"/> |
| • Floor plans, elevations and sections (6 copies).....      | <input type="checkbox"/> |
| • Shadow diagrams (1 copy) .....                            | <input type="checkbox"/> |
| • Survey plan including levels and showing vegetation ..... | <input type="checkbox"/> |
| • Any specialist reports.....                               | <input type="checkbox"/> |
| • Draft statement of environmental effects (6 copies).....  | <input type="checkbox"/> |
| • Preliminary demolition report (2 copies) .....            | <input type="checkbox"/> |
| • Preliminary statement of heritage impact (2copies) .....  | <input type="checkbox"/> |

**9. Have you spoken to our staff or had any previous meetings with us regarding this proposal and if so, who did you speak to?** .....

## Checklist

| 10.   | Tick                     | Office Use Only                                |
|---|--------------------------|--|
| Is the property identified as a heritage item or a draft heritage item?                                 | <input type="checkbox"/> | Heritage referral <input type="checkbox"/>     |
| Is the property located in a heritage conservation area or a draft area?                                | <input type="checkbox"/> | Landscape referral <input type="checkbox"/>    |
| Is the property in the vicinity of a heritage item or heritage conservation area?                       | <input type="checkbox"/> | TS (parking) referral <input type="checkbox"/> |
| Does the proposal involve the removal of trees/extensive landscaping?                                   | <input type="checkbox"/> | TS (geotechnical) <input type="checkbox"/>     |
| Does the proposal involve new vehicular access?   | <input type="checkbox"/> | TS (stormwater) <input type="checkbox"/>       |
| Does the proposal involve excavation of greater than 2m in depth?                                       | <input type="checkbox"/> | Other.....                                     |
| Does the proposal involve works affecting stormwater drainage? <input type="checkbox"/>                 |                          |  |
| Does the proposal involve work that is affected by acid sulfate soils provisions in Woollahra LEP 1995? | <input type="checkbox"/> |  |

## How to lodge this application

**Address the application to:**  
The General Manager, Woollahra Council

You can send it to us by any of the following methods:

**Post:** PO Box 61, Double Bay 1360

**Document Exchange:**  
DX 3607 Double Bay

**Courier or personal delivery:**  
Council Chambers  
536 New South Head Road  
Double Bay 2028

**How to contact us:**  
Phone: (02) 9391 7000  
Fax: (02) 9391 7044  
E-mail: [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)  
Web: [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Office Hours:** 8.00am to 4.30pm, Mondays to Fridays.

**Fees**  
The fee per meeting is

- \$556 for alterations and additions up to 50% envelope change
- \$1112 for alterations and additions greater than 50% envelope change, and for new dwelling-houses.
- \$1678 for new residential flat buildings and new commercial buildings.

**Payment methods**  
Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

**Making a personal visit?**  
Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

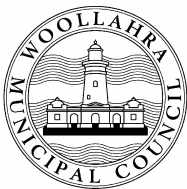
**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

## Privacy notification

The personal information requested in this form is being collected, and will only be used for, the purpose of processing your application and providing the service applied for. The supply of the information is voluntary. If you do not provide the information, Council will not be able to process your application. Access to the information is restricted to Council Officers and other authorised people. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

|                        |                            |                                       |  |
|------------------------|----------------------------|---------------------------------------|--|
| <b>OFFICE USE ONLY</b> |                            | GST may be applicable (refer receipt) |  |
| Fee \$ .....           | Receipt Code .....T23..... | Meeting date/time .....               |  |
| Auth. Ref. ....        |                            | Officer .....                         |  |



# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 1%**

Payments should be sent to: Woollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

|                             |   |                                      |                                     |                               |  |                   |    |  |    |  |  |  |  |    |  |  |  |  |
|-----------------------------|---|--------------------------------------|-------------------------------------|-------------------------------|--|-------------------|----|--|----|--|--|--|--|----|--|--|--|--|
| Tick Applicable Credit Card | <input type="checkbox"/> AMERICAN EXPRESS | <input type="checkbox"/> DINERS CLUB | <input type="checkbox"/> MASTERCARD | <input type="checkbox"/> VISA |  |                   |    |  |    |  |  |  |  |    |  |  |  |  |
| Full Name on Credit Card    |   |                                      |                                     |                               |  |                   |    |  |    |  |  |  |  |    |  |  |  |  |
| Credit Card No.             |   |                                      |                                     | --                            |  |                   |    |  | -- |  |  |  |  | -- |  |  |  |  |
| Card Expiry Date            |   |                                      | --                                  |                               |  | Total Amount Paid | \$ |  |    |  |  |  |  |    |  |  |  |  |
| Cardholder's Signature      |   |                                      |                                     |                               |  |                   |    |  |    |  |  |  |  |    |  |  |  |  |
| Date                        |   |                                      |                                     |                               |  | Contact Phone No. |    |  |    |  |  |  |  |    |  |  |  |  |

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For .....

Council Reference Eg. DA No.etc .....

Address (where applicable) .....

.....

.....

.....

.....

## PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

|                 |                   |                              |                             |
|-----------------|-------------------|------------------------------|-----------------------------|
| OFFICE USE ONLY | Payment Processed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                 | Cashier           | .....                        |                             |
|                 | Date              | .....                        |                             |