



# Pre DA Form

Pre DA No: .....

Expiry date: 30 June 2018

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

**About this service** The pre-DA service provides a meeting with relevant Council staff to give early comment on a development proposal. Minutes outlining issues that will need to be addressed will be provided after the meeting. Plans and supporting information must be lodged a minimum of eight days prior to the meeting to allow sufficient time for review of the application. The comments provided do not bind Council in any way.

## 1. Contact details

Title:  Mr  Mrs  Ms  Other:.....

Applicant's name: .....

Company contact: ..... ABN/ACN:.....

Postal address: ..... Post Code: .....

Phone (B): ..... Phone (M/H):..... Fax: .....

E-mail: .....

## 2. Location and title description of the property

Unit, shop or suite: ..... Street No: ..... Street: ..... Suburb:.....

Lot(s):..... Section:..... Deposited Plan(s):..... Strata plan: .....

## 3. Description of proposal

.....  
.....  
.....  
.....

## 4. Current use

.....

## 5. Who will be attending the meeting?

Name	Profession
.....	.....
.....	.....
.....	.....
.....	.....

## 6. Estimated cost of works

NB: The estimated cost of works is subject to a check by Council at DA stage. For projects under \$750,000, residential building work will have a minimum cost of approximately \$3,500/m<sup>2</sup>. For projects over \$750,000, a Quantity Surveyor's report is required at DA stage.

Estimated cost of works: \$ .....

## 7. Consultation

Have you discussed this application with a Council assessment officer?

Yes  No

If so, who did you speak to? .....

## 8. Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation and for processing of payments. If you do not provide the information, Council will not be able to process your application and/or payment. The information in the DA form will be available to Councillors, Council Officers, consultants to Council and members of the public as required by the Act. Payment information is restricted to Council officers. 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.

## 9. Declaration

I declare that all the information given is true and correct.

Signature: ..... Name: ..... Date: .....

## 10. How to lodge this application

### Address the application to:

The General Manager Woollahra Municipal Council  
Post: PO Box 61 Double Bay 1360  
DX: DX 3607 Double Bay  
Delivery: Council Chambers, 536 New South Head  
Road Double Bay NSW 2028

### How to contact us by phone, fax or electronically

Phone: (02) 9391 7000  
Fax: (02) 9391 7044  
Email: records@woollahra.nsw.gov.au  
Web: www.woollahra.nsw.gov.au

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. You can catch the train to Edgecliff Station and take the 324, 325 or 326 bus or walk from the interchange at the Edgecliff Centre. Short-term customer parking spaces are available on site.

## 11. Acknowledgement of application

We will acknowledge that we have received your application and advise you of a meeting date by telephone or email.

## 12. Fees

- a) Fees are calculated as per the following:
- i) \$539 for alterations and additions up to 50% envelope change
  - ii) \$1077 dwelling-houses (including alterations and additions greater than 50% envelope change)
  - iii) \$2370 for new residential flat buildings and new commercial buildings

## 13. Office use only

Fee Type	Fee	Receipt Code	Office Use Only
Pre DA Fee	\$	T23	

Cashier's Name: ..... Signature: ..... Date: .....

Payment Processed:  Yes  No



# Pre DA Checklist

This checklist is to be completed by the applicant and duty officer/customer service officer.

	Applicant			Council		
	Yes	No	N/A	Yes	No	N/A
1. Have you checked the requirements of the DA Guide?	<input type="checkbox"/>	<input type="checkbox"/>				
2. Have you discussed this application with neighbours?	<input type="checkbox"/>	<input type="checkbox"/>				
<b>14. DA Form</b>						
3. Is the proposal clearly described?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4. Has owners consent (and company seal if applicable) been provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>15. Core Documents</b>						
5. Have you provided any of the core documents?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
a) Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Statement of Environmental Effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Plans, Elevations and Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Site Waste Minimisation and Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Survey Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Disclosure statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have all alterations and additions been clearly identified as coloured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Additional Documents</b>						
7. Is the property a heritage item, in the vicinity of a heritage item, within or in the vicinity of a conservation area or a draft heritage item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the proposal involve the removal of trees/extensive landscaping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposal involve excavation of greater than 2m in depth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the proposal involve works affecting stormwater drainage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the proposal involve work that is affected by acid sulfate soils?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you provided the following additional documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Heritage Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Demolition Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Tree Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Plan shadow diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Elevational shadow diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Construction Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) BASIX Certificate and Annotated Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Stormwater Layout Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Flood Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k) Acid Sulfate Soils Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l) Geotechnical and Hydrogeological Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m) Land Contamination Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n) Traffic and Parking Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o) Subdivision Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Applicant			Council		
	Yes	No	N/A	Yes	No	N/A
p) Access Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q) Photomontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r) Model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s) Design Verification Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t) Sample board of materials and colours of the façade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u) Affordable Housing Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v) Social Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w) Licenced Premises Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x) Acoustic Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
y) Quantity Surveyor's Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
z) Written request for an exception to a development standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. Copies and Formatting</b>						
13. Have 2 copies of development plans, elevations and sections been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Has a USB or DVD-R copy of all plans and documentation been provided and is it in unsecured PDF or Word file format only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are the digital copies of the plans and all documentation saved in files of 3 MB or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Have all files been labelled as: <Plan or Document Description> <Street Number> <Street Name> <Suburb>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18. Office Use Only</b>						
17. Is the Pre DA acceptable for lodgement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Have the checksheets been created in TRIM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Has a meeting date and time been confirmed? If so, specify.	.....					
I verify that the Pre DA is acceptable for lodgement:						
Officers Name:..... Signature: ..... Dated:.....						
20. Is the meeting date and time satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Have the checksheets been created in TRIM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Which internal departments are required to be notified?						
a) Heritage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Trees and Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Technical Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Urban Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Environmental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Other .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I verify that the Pre DA is acceptable for lodgement:						
Team Leader:..... Signature: ..... Dated:.....						