



Pre DA

Pre DA no:

Expiry date: 30 June 2026

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.

Contact details

Title:

Full name

Company
contact:

ABN/ACN

Postal
address:

Phone:

Email:

Location and title description of the property

Unit, shop
or suite:

Street no:

Street
name:

Suburb

Lot(s):

Section:

Deposited
Plan(s):

Strata
Plan:

Description of proposal

Current use

Who will be attending the meeting?

| | | | |
|-------|----------------------|-------------|----------------------|
| Name: | <input type="text"/> | Profession: | <input type="text"/> |
| Name: | <input type="text"/> | Profession: | <input type="text"/> |
| Name: | <input type="text"/> | Profession: | <input type="text"/> |
| Name: | <input type="text"/> | Profession: | <input type="text"/> |

Estimated costs of works

NOTE: 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/m². For projects over \$750,000, a Quantity Surveyor's report is required at DA stage.

Estimated cost of works \$:

Consultation

Have you discussed this application with a Council assessment officer?

☐

Yes

☐

No

If so, who did you speak to?

Declaration

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

| | | | |
|------------|----------------------|------|----------------------|
| Name | <input type="text"/> | | |
| Signature: | <input type="text"/> | Date | <input type="text"/> |

Acknowledgement of application

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

Fees

Fees are calculated as per the following:

- \$676 for alterations and additions up to 50% envelope change
- \$1,348 dwelling-houses (including alterations and additions greater than 50% envelope change)
- \$2,962 for new residential flat buildings and new commercial buildings.

Privacy and conditions of use

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

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Pre DA fee \$:

Receipt code T23:

Cashiers name:

Cashier's signature:

Payment processed:

☐ Yes

☐ No

Date:



Payment Form

Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;
PO Box 61 DOUBLE BAY NSW 1360

Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. 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.

Payment particulars

Payment for:

Council reference:

Application address:

Credit card details

Card type:

☐ Visa☐ MasterCard☐ American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

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Cashier's name:

Cashier's signature:

Payment processed: Yes ☐

No ☐

Date:



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"/> | | | | |
| DA form | | | | | | |
| 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"/> | |
| Core documents | | | | | | |
| 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"/> |
| Additional documents | | | | | | |
| 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 sulphate 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"/> |

| | Applicant | | | Council | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Yes | No | N/A | Yes | No | N/A |
| | | | | | | |
| 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 Sulphate 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"/> |
| 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) Design Verification Statement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| s) 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"/> |
| t) Affordable Housing Report | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| u) Social Impact Statement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| v) Licenced Premises Management Plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| w) Acoustic Report | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| x) Quantity Surveyor's Report | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| y) 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"/> |
| Copies and formatting | | | | | | |
| 13. 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"/> |
| 14. 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"/> |

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17. Is the pre-application acceptable for lodgement?

☐☐

18 Has a container been created in TRIM?

☐☐☐

19. Has a meeting date and time been confirmed? If so, specify:

I verify that the Pre-DA is acceptable for lodgement:

Officer's Name

Signature:

Date:

20 Is the meeting date and time satisfactory?

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21 Which internal departments and sections are required to be notified?

a) Heritage

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b) Trees and Landscaping

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c) Engineering Services

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d) Urban Design

☐☐☐

e) Environmental Health

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h) Other:

☐☐☐

I verify that the Pre DA is acceptable for lodgement:

Team Leader:

Signature:

Date: