



Pre DA

Pre DA no:

Expiry date: 30 June 2027

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 with this application 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:		Profession:	
Name:		Profession:	
Name:		Profession:	
Name:		Profession:	

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	
Signature:	
Date	

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:

- \$695 for alterations and additions up to 50% envelope change
- \$1,385 dwelling-houses (including alterations and additions greater than 50% envelope change)
- \$3,043 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?	☐	☐				
2. Have you discussed this application with neighbours?	☐	☐				
DA form						
3. Is the proposal clearly described?	☐	☐		☐	☐	
4. Has owners' consent (and company seal if applicable) been provided?	☐	☐		☐	☐	
Core documents						
5. Have you provided any of the core documents?	☐	☐		☐	☐	
a) Site Plan	☐	☐	☐	☐	☐	☐
b) Statement of Environmental Effects	☐	☐	☐	☐	☐	☐
c) Plans, Elevations and Sections	☐	☐	☐	☐	☐	☐
d) Site Waste Minimisation and Management Plan	☐	☐	☐	☐	☐	☐
e) Survey Plan	☐	☐	☐	☐	☐	☐
f) Disclosure statement	☐	☐	☐	☐	☐	☐
6. Have all alterations and additions been clearly identified as coloured?	☐	☐	☐	☐	☐	☐
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?	☐	☐	☐	☐	☐	☐
8. Does the proposal involve the removal of trees/extensive landscaping?	☐	☐	☐	☐	☐	☐
9. Does the proposal involve excavation of greater than 2m in depth?	☐	☐	☐	☐	☐	☐
10. Does the proposal involve works affecting stormwater drainage?	☐	☐	☐	☐	☐	☐
11. Does the proposal involve work that is affected by acid sulphate soils?	☐	☐	☐	☐	☐	☐
12. Have you provided the following additional documents?	☐	☐	☐	☐	☐	☐
a) Heritage Impact Statement	☐	☐	☐	☐	☐	☐
b) Demolition Report	☐	☐	☐	☐	☐	☐
c) Tree Reports	☐	☐	☐	☐	☐	☐
d) Landscape Plan	☐	☐	☐	☐	☐	☐

	Applicant			Council		
	Yes	No	N/A	Yes	No	N/A
e) Plan shadow diagrams	☐	☐	☐	☐	☐	☐
f) Elevational shadow diagrams	☐	☐	☐	☐	☐	☐
g) Construction Management Plan	☐	☐	☐	☐	☐	☐
h) BASIX Certificate and Annotated Plans	☐	☐	☐	☐	☐	☐
i) Stormwater Layout Plan	☐	☐	☐	☐	☐	☐
j) Flood Report	☐	☐	☐	☐	☐	☐
k) Acid Sulphate Soils Report	☐	☐	☐	☐	☐	☐
l) Geotechnical and Hydrogeological Report	☐	☐	☐	☐	☐	☐
m) Land Contamination Report	☐	☐	☐	☐	☐	☐
n) Traffic and Parking Report	☐	☐	☐	☐	☐	☐
o) Subdivision Plan	☐	☐	☐	☐	☐	☐
p) Access Report	☐	☐	☐	☐	☐	☐
q) Photomontage	☐	☐	☐	☐	☐	☐
r) Design Verification Statement	☐	☐	☐	☐	☐	☐
s) Sample board of materials and colours of the façade	☐	☐	☐	☐	☐	☐
t) Affordable Housing Report	☐	☐	☐	☐	☐	☐
u) Social Impact Statement	☐	☐	☐	☐	☐	☐
v) Licenced Premises Management Plan	☐	☐	☐	☐	☐	☐
w) Acoustic Report	☐	☐	☐	☐	☐	☐
x) Quantity Surveyor's Report	☐	☐	☐	☐	☐	☐
y) Written request for an exception to a development standard	☐	☐	☐	☐	☐	☐
Copies and formatting						
13. Are the digital copies of the plans and all documentation saved in files of 3 MB or less?	☐	☐	☐	☐	☐	☐
14. Have all files been labelled as: <Plan or Document Description><Street Number><Street Name><Suburb>	☐	☐	☐	☐	☐	☐

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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?

☐☐☐

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

a) Heritage

☐☐☐

b) Trees and Landscaping

☐☐☐

c) Engineering Services

☐☐☐

d) Urban Design

☐☐☐

e) Environmental Health

☐☐☐

h) Other:

☐☐☐

I verify that the Pre DA is acceptable for lodgement:

Team Leader:

Signature:

Date: