



Young Shire Council

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DEPARTMENT PLANNING, ENVIRONMENT & STRATEGIC SERVICES

FACT SHEET 1

PRE LODGEMENT ADVICE & INFORMATION

INTRODUCTION

The speed with which Council can deal with and process a Development Application depends on the detail of the information provided with the application. The information required to assess an application may differ depending on the type of proposal and any impacts the proposal may have on the environment and community.

In order to process applications with as little delay as possible, Council offers an advisory service prior to the formal lodgement of your Development Application. This service ensures that your proposal is permissible, that you are fully aware of all issues which may need to be addressed with your application and that when lodged your application is processed smoothly.

There is currently no fee for requesting pre lodgement advice from Council (unless the applicant requires specialised information and/or plans/specifications from Council).

Prior to arranging a Pre Lodgement Meeting

Prior to arranging a pre lodgement meeting with Council Staff, it is advised to become aware and refer to Council's Fact Sheets, Development Control Plans and Policies in regard to Building and Development.

Fact Sheet No. 2 - Lodging a Development Application, outlines most of the requirements for minor developments (such as Single detached Dwellings, Alterations & Additions, Ancillary & Out-buildings), however it is recommended that you arrange a time to discuss your proposal with Staff prior to preparing and formally lodging your Application, to ensure you have all the supporting information required.

Copies of Young Shire Council's Development Control Plans (DCPs) and Policies are available on the Council website at www.young.nsw.gov.au - go to Public Documents. The DCPs outline Council's Planning Policies and Development Standards for Dual Occupancy, Multiple residential development, Subdivision, Industrial and Commercial Development, Spray Drift, Advertising and Notification and specific area development.

A staff member from the Planning, Environment and Strategic Services Department is available for consultation at the Customer Service area between 8.30am and 11am weekdays.

At other times Staff (and in particular other professional staff such as Building Surveyors, Planners & Engineers) are available via phone or by appointment (02) 6380 1203.

Pre lodgement Meetings

Council recommends arranging a pre lodgement meeting if your proposed development involves;

- multiple residential housing, industrial or commercial development, subdivisions,
- a variation from a Council DCP or policy, or
- potential controversy or local conflict.

Depending on the proposal, pre lodgement meetings may be attended by a number of Council professional staff including the Director of Planning, Environment & Strategic Services, the Building/Development Officer, the Manager of Planning, Director or Manager of Utilities, Environmental Health Officers and Engineering staff.

This flexibility ensures that the professional officers who will be later responsible for assessing the Development Application are involved with the pre lodgement process and comprehensive advice is able to be given.

Initial meetings do not require detailed plans and specifications, however to receive the most comprehensive advice from Council it is advised that you provide as much detail as possible. This will decrease the likelihood of further information being requested following formal lodgement of the Development Application.

Additional meetings can be arranged to further discuss issues and advice provided by Council.

Pre Lodgement Reports

In order to receive more than general “without prejudice” advice at a lodgement meeting you will be required to submit concept plans, preliminary floorplans and elevations, and a written outline of the proposal, including any and all variations from Council Policy, fourteen (14) days prior to the lodgement meeting date. Should the more formal option be chosen, minutes of the meeting shall be produced.

Disclaimer

Whilst Council endeavours to ensure the advice given by staff and the information supplied by Council is suitable, accurate and complete, no warranty is given that the verbal or material advice is free from error or omission. Verbal advice and material is intended for general use and general information only. Any person receiving such advice and material must exercise their own due skill and care with respect to the use of the advice and material.

Accordingly, Young Shire Council, expressly disclaim all liability for any act done, or admission made in reliance on such advice or material, and consequences of such an act or omission.

Please note:

Council's Pre Lodgement Advisory Service does not replace the normal process undertaken in assessing and determining Development Applications when lodged and should not be taken as a guarantee of approval of your proposal.

If you have any you have any questions regarding this information sheet, please contact Council's Planning, Environment & Strategic Services Department on (02) 6380 1203.

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