



PRE-DA MEETING REQUEST FORM

Revision No. 01-02-2023

OFFICE USE ONLY
Register No:
Meeting Date:

PART 1 – APPLICATION DETAILS

HOW TO LODGE THIS APPLICATION

Pre DA meetings are held to provide applicants with an opportunity to discuss details of a proposed development with relevant council officers, and to identify any issues which may arise during the development assessment process. An important objective of a Pre-DA meeting is to avoid future conflicts and assist in the preparation of a development application.

Council recommends a Pre-DA meeting for larger, more complex proposals including multi-dwelling developments, subdivisions of more than 10 lots, commercial developments, industrial developments, all temporary events requiring development consent, and/or proposals with complex planning considerations.

To request a Pre-DA Meeting please complete this form and submit it, along with the supporting documentation (as listed below), to planning@cessnock.nsw.gov.au. Prior to lodging this application, you must discuss the proposal with Council's Duty Planning Officer.

Meetings are held on a Friday and the appropriate documentation must be lodged no less than 1 week before the allocated meeting date. A Council Officer will contact you to confirm a meeting time and date.

PROPERTY DETAILS

Unit No:		House No:		Street:	
Suburb:				Site Area m ² :	
Lot(s):		Section:		Deposited Plan (DP):	
Other:				Strata Plan (SP):	

APPLICANT DETAILS

Surname:		Company	
First Name:		Company Contact	
Postal Address:		PO Box:	Phone:
Suburb:	State:	Postcode:	Mobile:
Email:			

DESCRIPTION OF PROPOSED DEVELOPMENT

(include as much detail as possible, for example definition of proposed development, permissibility of proposed development under the relevant environmental planning instrument; relevant planning controls applying to the proposed development; hours of operation, staffing numbers etc)

ESTIMATED COST OF WORKS/CAPITAL INVESTMENT VALUE

MEETING ATTENDEES

Name	Role / Expertise

SUPPORTING DOCUMENTATION

Please confirm you have provided the following documentation in conjunction with your request:

- Detailed written description of proposed development
- Concept plans, including site plan and elevations (at a scale of 1:100 or 1:200)
- Survey Plan
- If subdivision, proposed subdivision layout

You should discuss the proposal with Council’s Duty Planning Officer prior to lodging a request for a Pre DA meeting.

Name of Officer	
Date of Discussion	

PRIVACY NOTIFICATION

Council is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) in dealing with your personal information. [Council's Privacy Management Plan](#) and [Privacy Statement](#) describe how the agency meets these obligations. Personal information is being collected for the purpose of processing your application in accordance with the *Environmental Planning and Assessment Act 1979* (NSW) and the *Environmental Planning and Assessment Regulation 2021* (NSW). This includes notification and advertising purposes, and consultation with other NSW government agencies in relation to your application. By providing your personal information you agree for Council to share it from time to time with a third party to conduct customer research or satisfaction surveys relating to your application in order to improve Council processes. You also agree that Council may use your personal information from time to time to contact you and notify you of legislative and other amendments that may have an impact on you. Delegated Council officers and agents acting on behalf of Council will be the recipients of your personal information. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Your personal information will be kept securely in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street Cessnock NSW 2325. You may access, correct or update your personal information by visiting [Council's website](#), contacting Council's Privacy Contact Officer on 02 4943 4100 or by sending an email to council@cessnock.nsw.gov.au.