



HUNTER'S HILL COUNCIL

Preliminary Consultation Meeting Application

(see reverse side for a guide on how to complete this form)

1. APPLICANT

Mr Mrs Ms Miss Dr Other _____

Family Name or Company _____

Given Names or ACN _____

Postal Address _____

Email _____

Contact Person (if company): _____

Telephone _____ Mobile _____

Signature of Applicant _____

2. LOCATION OF PROPERTY (Where the building work is to be carried out)

Unit No _____ House No _____

Street _____ Lot _____

Suburb: _____ Section _____

Post Code _____ DP/SP/Estate _____

3. BRIEF DETAILS OF PROPOSED DEVELOPMENT

4. SUPPORTING INFORMATION (please tick)

Concept Plans etc attached Yes No Date of Meeting: _____

Written Advice Yes No

Owner(s) Attendance Yes No *If the owner(s) is not in attendance a \$750.00 fee is to be paid.*

Fees (including GST) Paid Yes No Attached Yes No

OFFICE USE (To be completed by Customer Service Officer)

*GST is included in the fee

Please retain your receipt as proof of lodgement of the application

Date	Fee (\$)	Receipt

Customer Service Officer _____ Date _____



PRELIMINARY CONSULTATION MEETING APPLICATION GUIDE TO COMPLETING THE FORM

What is a Preliminary Consultation?

Hunter's Hill Council encourages prospective applicants of a development consent to erect, alter or demolish a building or structure, subdivide land or strata subdivide a building to consult with Council's officers prior to lodging a Development Application. This early discussion is intended to ensure that applications meet Council's requirements prior lodgement and to reduce delays, potential costs and avoid the need to seek additional information later on.

Preliminary Consultation Meeting (PCM)

Consultation with officers in regards to development applications takes place at the Preliminary Consultation Meeting. This includes relevant planning, building, engineering, heritage and other officers who, among other things, provide preliminary advice to prospective applicants.

Frequency of Meetings

The Preliminary Consultation Meeting meets on a weekly basis for the purpose of undertaking Preliminary Consultations. The meetings take place Wednesdays and commence at 9:30 am (subject to availability).

Applicants must make an appointment in advance with Council's Customer Service Officer/Administration Officer on (02) 9879 9400.

Preliminary Consultations

Preliminary Consultations are voluntary when the proposed development relates to a single dwelling house, except as indicated below. Where the application involves any of the following works, Council strongly encourages the applicant to undertake Preliminary Consultation Meeting:

- ⇒ Demolition of contributory and heritage-listed buildings and buildings in the Conservation Area
- ⇒ New dwelling houses/alterations and additions
- ⇒ Dual occupancies/integrated housing development
- ⇒ Medium density (3 or more dwellings)
- ⇒ New commercial development
- ⇒ Change of non-conforming uses
- ⇒ Rezoning

Fees

Meetings for single dwellings, ancillary uses and dual occupancy attended by owner of the property are free of charge.

There is a fee for Preliminary Consultation Meetings (payment required beforehand) for single dwellings and ancillary uses attended by consultants without owner of property of \$750.00.

The fee for any development other than single dwellings and dual occupancy is \$1,000.00.

All fees are payable in advance, preferably **by 4.30 pm on the Wednesday** immediately preceding the meeting.

Application Forms

Applications for Preliminary Consultation Meetings should be made on this form and must reach the Development & Regulatory Control Administration **by 4.30 pm on the Wednesday** immediately preceding the meeting. If the documentation is not received your appointment will be cancelled to the next available preliminary consultation meeting date.

Post: Hunter's Hill Council
PO Box 21
Hunters Hill NSW 2110

Courier/Personal Delivery: Hunter's Hill Council Office
22 Alexandra Street
Hunters Hill NSW 2110

Supporting Information

Applications should be accompanied by **four (4) A4 size plus one (1) A3 size** sets of concept plans, elevations, floor plans, site plans, contour survey, photographs of the existing building and general area and any other supporting documentation that will enable the Panel to gain an appreciation of what is proposed. If the documentation provided is only broad or inadequate in detail, it should be noted that the level of advice given may only be general in nature. **All documentation should be received by 4.30 pm on the Wednesday immediately preceding the meeting, if not received by this time your consultation will be deferred.**