

# » Pre-DA Lodgement Meetings



## » What is a pre-DA lodgement meeting?

A pre-DA lodgement meeting is a meeting between prospective applicants and Council's technical staff to discuss a proposed development. The meeting provides a prospective applicant the opportunity to discuss and receive feedback from Council on the technical aspects of the development proposal.

In most cases there is no mandatory requirement to have a pre-DA lodgement meeting prior to lodging a development application (the exception to this being development for major urban subdivision). However, pre-DA lodgement meetings are encouraged by Council as the most appropriate means of addressing enquiries of a complex nature, where formal feedback is being sought from Council on a specific development concept or proposal, prior to the lodgement of a development application.

## » What is the purpose of a pre-DA lodgement meeting?

The purpose of a pre-DA lodgement meeting is best described in terms of what the meeting is, and is not, intended to achieve. This is described as follows:

Pre-DA lodgement meetings are intended to:

- confirm applicable development requirements (such as relevant legislation, Council policies and zoning controls)
- identify specific Council information requirements (such as technical studies that should be lodged with the application)
- identify the level of assessment and any approvals required
- identify the need for the application to be referred to other agencies
- identify issues that will need to be addressed based on a preliminary assessment of submitted information; eg contamination, land use conflict, environmental impact
- discuss possible solutions to those issues
- provide clarity about the assessment process and typical timeframes
- provide notes of the key outcomes from the meeting.

Pre-lodgement meetings are not intended to:

- provide a detailed assessment of the development proposal
- indicate the likely outcome of the ensuing assessment process
- provide a detailed compliance audit of the development proposal against applicable legislation, planning controls or other Council policies
- speculate on Council's view on specific issues that may be raised in public submissions
- provide feedback on development proposals other than that for which the meeting was requested.

## » How do I arrange a pre-DA lodgement meeting?

1. Obtain and complete the Pre-DA Lodgement Meeting Request Form from Council's website
2. Lodge one copy of the signed and completed form accompanied by:
  - Development/concept plans, drawn to a suitable scale; and
  - A written outline of proposal, including key matters to be discussed and potential issues/non-compliances with planning controls. This document should also include a preliminary schedule of compliance with the relevant DCP chapters
3. Email the completed form, plans and documentation to [pehd@ballina.nsw.gov.au](mailto:pehd@ballina.nsw.gov.au)

Following receipt of your request, you will be contacted in relation to the information provided and, for payment of the pre-DA lodgement meeting fee. An application fee is payable in conjunction with a request for a pre-DA lodgement meeting. This fee is based on a meeting duration of one hour and is listed in Council's Fees and Charges Document on the website.

Once payment has been made, you will be contacted to confirm a suitable meeting time. It is generally expected that the meeting will be held within two weeks from the date of payment and will be for a period of one hour. If you believe that due to the complexity of the matter additional time will be required for the meeting, please specify this on your meeting request form (Note: additional fees may apply).

## »» *What information do I need to request a pre-DA lodgement meeting?*

- A completed pre-lodgement meeting request form;
- Development/concept plans, drawn to a suitable scale; and
- A written outline of proposal, including key matters to be discussed and potential issues/non-compliances with planning controls. This document should also include a preliminary schedule of compliance with the relevant DCP chapters.

Council's pre-DA lodgement advice will be based on the information provided with the original meeting request only. For the submission of any minor additional details to support the proposal, please consult with the nominated Council planner attending the meeting. Any additional material provided within 5 working days of the scheduled meeting may not be reviewed by staff prior to the meeting.

In the event of any changes to the proposal, a new meeting is required to be arranged. Please note that this is likely to result in additional fees payable.

Prospective applicants are strongly advised to request a pre-DA lodgement meeting with Council's technical staff before committing to a final design or preparing detailed architectural drawings and technical reports.

## »» *When and where will my pre-DA lodgement be held?*

On receipt of a completed request for a pre-DA lodgement meeting (including completed application form, plans, documentation and payment) Council will confirm meeting arrangements (time, date and location).

Meetings will generally be limited to one hour (unless alternative arrangements are made in advance of the meeting) and prospective applicants are encouraged to focus on the core matters for which Council comment or direction is sought.

Pre-DA lodgement meetings are generally held virtually via Microsoft Teams. In some instances, Council may be able to accommodate an in person meeting at Council's Customer Service Centre at 40 Cherry Street, Ballina.

Please note that all attendees are to be nominated on the meeting request form by the applicant and meeting invites are not permitted to be forwarded to other parties.

## »» *What happens after the pre-DA lodgement meeting?*

A written record of the meeting will be prepared outlining technical advice provided by Council and the key outcomes of the meeting. A copy of the meeting record will be forwarded to the prospective applicant by email within seven days from the date of the meeting.

## »» *Further Information:*

Planning and Environmental Health Group

T 1300 864 444 | E [pehd@ballina.nsw.gov.au](mailto:pehd@ballina.nsw.gov.au) | W [ballina.nsw.gov.au](http://ballina.nsw.gov.au)



**ballina**  
shire council