

Pre-Lodgement Advice Meeting Booking Form

Our pre-lodgement meeting service gives you the opportunity to meet with our assessment staff to discuss your proposal before you lodge your DA.

To get the most out of your meeting please identify the issues you want to raise and supply two hard copies and one electronic copy of proposed plans and supporting information at least 10 working days prior to your meeting. Provide as much details as you can including: site, locality and lot layout plans that are to scale; building locations, elevations and setbacks site access and parking; existing natural or environmental features or constraints; infrastructure within the site, relevant adjoining development or infrastructure.

Application Number

Date Received

Proposal Details

Proposed Development

Preferred Meeting Date and Time

Property Details

Lot No

Section No

DP No

Parish

Street No

Street Name

Town

Postcode

Council Assessment Number

Applicant Details

Name/Company Name

Postal Address

Town

State and Postcode

Email Address

Telephone

Is the applicant the Property Owner? Yes No ▶

If no, Owner's Name: _____

Is the owner aware of the proposal: Yes No

Applicant Signature

Date

Further Information

Moree Plains Shire Council
Level 2, 30 Heber Street
PO Box 420
MOREE NSW 2400
Tel: 02 6757 3222
Fax: 02 6752 3934
council@mpsc.nsw.gov.au

Applicant's Declaration

Is this your first pre-lodgement meeting relating to this proposal? Yes No ▶

If no, what number meeting will this be? _____

Please list the information you have supplied with this form:

- Site Plan
- Floor Plan and Elevations
- Other *(Please Specify)* _____
- Other *(Please Specify)* _____
- Other *(Please Specify)* _____

Please Note: The quality of the advice we'll be able to give depends on the level of detail and the accuracy of the information you provide. The better the information, the better the feedback you can expect.

Once this form is processed we'll get in touch and will send you a letter confirming your meeting date and time. The letter will include a reference number. Please quote this reference number in any further communications.

If you are unable to supply all information at the time of booking, please send any additional documents at least 10 working days prior to your meeting (two hard copies and one electronic copy) and quote your reference number. Provide as much detail as you can including: site, locality and lot layout plans (to scale); building locations, elevations and set backs; site access and parking; existing natural or environmental features or constraints infrastructure within the site, relevant adjoining development or infrastructure; information relating to specific technical matters (e.g. engineering, vegetation retention).

Please list the issues you'd like to discuss:

Please list the names of the people who will be attending the meeting:

How to lodge this form

Submit this form along with payment (see the Fees & Charges document on our website for current fees). You can lodge this form either **in person, post or email** to the location listed on the left.