

Pre-Development Application

Pre-Development Applications are recommended for significant or complex development proposals or if variation to one or more planning controls is being proposed	<p>Applicants for medium and large developments are encouraged to use this service to assist in lodgement of a complete and comprehensive application resulting in quicker processing times. The service may also assist applicants for dwelling houses that are impacted by heritage controls. A Pre-DA application is not mandatory.</p> <p>The City of Newcastle (CN) will assess the information provided and provide advice by way of a letter, identifying any relevant issues to be addressed.</p> <p>We may consider it appropriate to meet with you regarding your proposal. In this instance, a CN officer will contact you to organise a meeting with you (and your consultant) at a time suitable to all parties.</p> <p>Any applicants seeking advice on rezonings are advised to complete the form 'Request to amend the Newcastle LEP', available on our web site.</p>
Minimum Information	<ul style="list-style-type: none">• An electronic copy of the application on either a CD, USB stick or via email, including concept plans, drawn to scale including site plan and elevations.• A brief description of all development options considered.• A statement describing the proposal and comparison with CN's planning controls. It is recommended this is presented in a table format comparing the proposal to CN's codes, policies and planning instruments.• It is recommended that photographs of the site and the surrounding streetscape be provided.• The application fee. <p>CN requests all documents use the following naming convention, any naming conventions outside of the examples provided may result in a delay in the registration of your application:</p> <ul style="list-style-type: none">• Application Form - 25 City Street Newcastle• Architectural Plans - 25 City Street Newcastle <p>Once you have prepared this information and completed this application form, return it to CN with the required payment. CN will then contact you to arrange a suitable meeting time or a site inspection.</p>

Fees vary according to the type and/or value of development.

For up to date fees and charges, our [website](#).

- a) Dwelling houses and dual occupancies
- b) <\$500,000 and/or subdivision up to 3 lots - up to half hour meeting
- c) \$500,000 to \$1,000,000 and/or subdivisions up to 10 lots - up to 3/4 hour meeting
- d) \$1,000,001 to \$5,000,000 and/or subdivisions of 11 to 20 lots - up to 1 hour meeting
- e) >\$5,000,000 and/or subdivisions of more than 20 lots - up to 1 hour meeting
- f) Additional meetings or additional written comments on plans

You Are Advised That:

- The views expressed may vary once detailed plans and information are submitted and formally assessed in the development application process, or as a result of issues contained in submissions by interested parties;
- Amending one aspect of the proposal could result in changes that create a different set of impacts from the original plans and therefore require further assessment and advice; and
- The comments do not bind CN Officers, the elected CN members, or other bodies beyond CN, in any way whatsoever.

Part 1: Applicant and site details

1. Applicant Details

All correspondence will be sent to the email address provided unless 'care of' email address is specified.

Name or company

ABN (required if company)

Postal Address.....

Suburb.....Postcode.....

Phone

E-mail

Contact person (if company).....

Leave blank if not required

Will your correspondence be 'care of' another company?

Yes

No

Care of name or company.....

ABN (required if company)

Contact person

Postal Address.....

Phone.....E-mail

2. Location and title description of the property

This information is available on rates notices

Unit No.....House No.....Street.....

Locality.....

Lot(s).....Section.....

Deposited Plan(s).....Strata Plan.....

Other.....

3. Who owns the land?

Give the name of every owner. Attach a list if space insufficient.

Name 1.....Phone.....

Address.....Postcode.....

Name 2.....Phone.....

Address.....Postcode.....

4. Are you the owner of the subject property?

Yes.

No, if no, state the interest in the property

.....

Part 2: Application Details

5. Describe the proposed development

- a) Give a detailed outline of what you propose in this application.

- b) Have you applied for Pre-DA advice on this development previously?
 Yes
 No

6. What are the three key issues you would like to discuss with the officers?

- 1.....
 2.....
 3.....

7. Estimated cost of development (including GST and excluding the value of the land)

The cost of the development \$.....
 Capital Investment Value \$.....

The cost of the development is the genuine estimate of: (a) the cost associated with the construction of the building, and (b) the cost associated with the preparation of the building for the purpose for which it is to be used (such as the cost of installing plants, fittings, fixtures and equipment). Owner builders will need to include a full cost of labour.

The Capital Investment Value (CIV) of a project includes all costs necessary to establish and operate the project, including the design and construction of buildings, structures, associated infrastructure and fixed or mobile plant and equipment (but excluding land costs and GST). This is not required to be completed if the CIV is less than \$5,000,000.

8. Probity

Parties include owners, applicants, developers and companies.

- Do parties to this application have a pecuniary or non-pecuniary interest with:
- a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of The City of Newcastle?
 or,
 b) a State or Federal Member of Parliament?
 i. Yes. If yes, state the relationship.....
 ii. No

Protecting your privacy

The City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	To enable CN as the consent authority to assess your proposal.
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal.
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	The City of Newcastle, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be accessed to check for accuracy by calling (02) 4974 2000.

How to lodge your application

Applications can be lodged:

1. By email meeting the following criteria:
 - Enter the address of the property and the type of application (i.e. DA, Mod) in the subject line of the email.
 - Documents are to be named in accordance with the document titled [Plan Standards - Guidelines for Lodging Electronic Documents](#).
 - Emails are to be sent to applications@ncc.nsw.gov.au
 - Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

More information is available on the information sheet titled [How to submit an application via email](#).

2. In person, at the Customer Contact Centre, located at 282 King Street, Newcastle.
3. By mail:
The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

Your application is not considered lodged until the required fees have been paid. If the application does not include payment we will contact you when payment is required. Payments need to be made within 24 hours of contact.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to The City of Newcastle.

Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

How to contact us:

Phone: (02) 4974 2000

E-mail: mail@ncc.nsw.gov.au

In Person: 282 King Street Newcastle