

Use this form to apply for pre-development application consultation with City of Newcastle (CN) officers to discuss your development proposal. Written advice will be provided after the consultation. This consultation service is recommended for significant or complex development proposals or if a variation to one or more planning controls is being proposed. The service may also assist applicants for dwelling houses that are impacted by heritage controls.

Before completing this form, please visit our website for more information on [Pre-Development Application Consultations](#) to determine if it is suitable for your development type.

Please complete and submit this form along with the required documentation and pay the required fee.

Applicant and Site Details

1. Applicant Details

Name or Company			
ABN (Required if company)			
Email			
Phone		Mobile	
Postal Address			
Contact Person (if company)			

Will your correspondence be 'care of' another company? Yes No

Name or Company			
ABN (Required if company)			
Email			
Phone			
Postal Address			
Contact Person			

2. Location and title description of the property

Unit No		House No		Street Name	
Suburb			Post Code		
Lot(s)			Section		
Deposited Plan			Strata Plan		

Consultation Details

3. Choose one of the following that best describes your development proposal and the consultation you are requesting

Minor development/planning enquiries

- Basic planning enquiry – written advice only – no meeting
- Minor development proposal (not classified as duty request) – half hour meeting with a development officer

Single and dual occupancy dwellings

- Single or dual occupancy dwellings development proposals– half hour meeting

Other types of development

- Development proposal with cost of works less than \$500,000 and/or subdivision up to 3 lots - up to 30 minute meeting
- Development proposal with cost of works between \$500,000 to \$1,000,000 and/or subdivisions up to 10 lots - up to 45 minute meeting
- Development proposal with cost of works between \$1,000,001 to \$5,000,000 and/or subdivisions of 11 to 20 lots - up to one hour meeting
- Development proposal with cost of works more than \$5,000,000 and/or subdivisions of more than 20 lots - up to one hour meeting

Developments that have previously received pre-development advice

- Additional meeting or additional written comments on plans

4. Describe the proposed development

--

5. 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 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.

Cost of Development:

Meeting Details

8. What type of meeting would you like?

Face to Face Online via Teams

9. Details of the requested attendees at the meeting.
Note: If more than four attendees please provide a separate list.

Name	Phone number	Email address

10. Probity

Do any parties with 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 City of Newcastle? or,

b) a State or Federal Member of Parliament?

Yes, state the relationship:.....

No

11. Documentation required

An electronic copy of the following documentation must be submitted with this form:

A statement describing the proposal and comparison with City of Newcastle's (CN) planning controls. It is recommended this is presented in a table format comparing the proposal to CN's codes, policies and planning instruments.

Concept plans, drawn to scale including site plan and elevations.

A brief description of all development options considered

Please use the naming conventions located in our [Plan Standards - Guidelines for Lodging Electronic Documents](#) for all documents to be submitted. Failure to provide the documentation required will delay the scheduling of your meeting until the appropriate information is provided.

How to lodge your application

Lodgement methods

Email

Enter the address of the property and the type of application (e.g. 1 Sample Street Newcastle – Pre-Development Application Consultation) in the subject line of the email. Emails are to be sent to applications@ncc.nsw.gov.au.

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At CN's Customer Service Centre located at 12 Stewart Avenue Newcastle West.

Fees

Fees are charged as per CN's [Fees and Charges](#) document. Fees vary according to the type and/or value of development.

You will be contacted to arrange payment of the application fee. Your application is not considered lodged until the required fee has been paid.

Protecting your privacy

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.

You are advised the information you provide on and with this application form will enable CN officers to provide advice on your development proposal.

Purpose of collection:	To enable CN to record the matters raised and the advice provided.
Intended recipients:	CN staff and other government agencies that may be required to provide advice on the development proposal.
Supply:	Voluntary
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle 2302 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 checked for accuracy by calling (02)4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302