



# Pre-application meeting request

Use this form to request a meeting with a Council officer to discuss pre-purchase property speculation/development, new dwelling house or major alterations and additions to a dwelling house, townhouses, residential flat developments, duplexes, new commercial development or alterations and additions to a commercial development, childcare centres, boarding houses or any other Class 2 to 9 development). Twenty one days notice is generally required, however, every effort will be made by Council to convene this meeting at an earlier date.

Complete this form then print and sign before returning to Muswellbrook Shire Council by mail, fax, scan/email or in person as per above listed contact details.

## Applicant details

Title Mr Mrs Miss Ms Other

Surname/Company name

Given names/ABN

Postal address

Daytime phone  After hours phone  Fax   
(if applicable)

Email  Contact person   
(if differs from above)

## Meeting details.

Preferred meeting date  time   
(check Council's [website for business hours](#))

Brief description of your project - include any photographs, drawings, reports etc, see **Notes on page 2** for details.

## Site details

Details can be obtained from rates notice, property deeds or Council property maps.

Unit/Shop/Suite no.  Street no.  Street name

Township  Owner

Lot(s) no.  Section no.  Deposit/Strata Plan no.

Additional details (if applicable)



## Notes

The pre-application service is available to all intending applicants with fees being applicable to all new works, and significant alterations to BCA Class 2 to 9 buildings. A senior officer or planner will generally chair meetings, with appropriate technical advisers including Heritage, Engineering, Landscaping or BCA, being present.

Most benefit will be obtained if **detailed material (sketch plans, photographs, applicant's assessment of compliance) is available no less than five (5) working days prior to the meeting.** This will enable Council staff to provide more comprehensive analysis of your proposal for pre-lodgement purposes. Sketch plans must be sufficient to detail the full nature and scale of the development, for Council staff to provide accurate advice i.e. elevations, floor plans, site plans.

Council will provide minutes of the meeting to the applicant within five (5) working days of the meeting's conclusion. These minutes will not be "verbatim", but will highlight the issues discussed and the meeting's outcome. The comments provided in the minutes will not be modified.

No pre-application meeting can provide an authoritative statement as to the likely outcome of an application. A determination can only be made following the lodgement of an application and the completion of the assessment process.

Additional fees are payable should further meetings be required

### Applicant's signature

## Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council

The supply of the information by you is/is not voluntary. If you cannot provide or do not

wish to provide the information sought, the Council may/will be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning this matter to the Public Officer.