



Glen Innes Severn Council

Pre-Lodgment Advice Procedure

Pre-Development Application Services

If you need detailed planning advice or are seeking to redevelop a site for a larger or more complex proposal and would like greater certainty as to whether your development application will be acceptable, Council offers a Pre-Development Application Service.

The Pre Development Application Service is free of charge for prospective applicants.

What is the Development Assessment Unit?

The Development Assessment Unit (DAU) is an advisory service designed to provide professional advice to prospective applicants on a range of larger development proposals, including:

- multiple dwellings
- intensive agriculture
- aged care or retirement villages
- subdivisions
- industrial and commercial developments
- other complex development proposals

Any development proposal submitted to the DAU is discussed so that planning, building, engineering and design issues are resolved before the Development Application (DA) is actually submitted. Whilst every effort is made to address potential issues associated with the proposal, there may be circumstances where matters are not evident until such time as the application is lodged. All applications are assessed on their merits. Attendance at the DAU meeting does not guarantee compliance with relevant planning legislation or that Council will ultimately issue a consent for the development.

The advantage of the DAU is that clear guidance is provided, which allows any future DA to be dealt with quickly by reducing the need for negotiation and requests for additional information or amendments during the assessment process.

Proponents are required to complete and submit the attached form and accompanying draft plans at least seven days prior to the meeting.

The DAU is run by the Senior Town Planner and members of the DAU also include the Director of Development & Environmental Services, the Director of Engineering Services, Manager of Integrated Water Services, Manager Assets, Manager of Community Services and Council Building Surveyor/s. Other Council professionals may also attend the DAU meeting to provide advice if the particular circumstances of the proposed development require it,

The proponent is requested to attend the meeting to provide a description of the project and to answer questions raised by the DAU members. The proponent will also have opportunity to ask questions of the members of the DAU. Minutes of the meeting will be provided within one week of the meeting.