

Agreement to Commence Pre-lodgement Advice Service

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**City of
Norwood
Payneham
& St Peters**

INTRODUCTION

The City of Norwood Payneham & St Peters has a strong commitment to assisting future applicants in the preparation of development applications by providing a free, voluntary Pre-lodgement advice service.

This form confirms your intention to use the City of Norwood Payneham & St Peters pre-lodgement advice service. By completing this form, you are agreeing to the Terms of Engagement set out overleaf.

PROJECT DETAILS

Site Address:

**Project
Description:**

CONTACT DETAILS

Name:

Address:

Phone:

Mobile:

Email:

Would you like a meeting? Yes ☐ No ☐

Available Times to meet:

(within the next week)

ADVICE SOUGHT

Are you seeking general planning advice, or are there specific aspects of the project which you would like feedback on?

AGREEMENT

I confirm that I have read and agree to the Terms of Engagement overleaf.

Name:

Signature:

Date:

Pre-lodgement Advice Service

Terms of Engagement

Intent

The intent of the pre-lodgement advice is to improve design and planning outcomes and the efficiency of the development application process, through proponents and Council staff working together at the early stages of project development. In particular, the service aims to:

- provide progressive certainty by identifying and refining planning and design issues up front
- reduce assessment time of development applications
- advise proponents on how to submit a complete application when and where required.

It is not the intent of the pre-lodgement advice service to refine a project to the point where consent can be anticipated upon the lodgement of a development application. The pre-lodgement service does not replace the assessment of a development application in the manner required under the *Development Act 1993*.

Information Requirements

The following information is required to be submitted together with a completed Agreement to Commence Pre-lodgement Advice Service form, at least 2 business days prior to a meeting between the proponent and the assigned Urban Planner:

- Site Plan, to a scale of at least 1:200;
- Floor plans, to a scale of at least 1:100;
- Elevations, to a scale of at least 1:100;
- Operating details as relevant for changes of land use to commercial

Personnel

One of the Council's Urban Planner's will be assigned by the Council's Manager, Development Assessment, to conduct the pre-lodgement advice service. The proponent shall not seek to obtain pre-lodgement advice on the same project from an alternate Urban Planner.

Where meetings are sought by either the proponent or the Urban Planner, no more than 2 such meetings shall occur, after which time the pre-lodgement advice service will be concluded and a development application should be lodged.

The Urban Planner assigned to conduct the pre-lodgement advice service may or may not be assigned to assess any subsequent development application lodged for the project, at the discretion of the Manager, Development Assessment.

Service Level

The Council will strive to provide written advice within 2 weeks of the commencement of the pre-lodgement advice service or, where relevant, within 2 weeks of a meeting with the proponent.

Limitations of the Service

The advice and/or information provided is preliminary in nature only and will not constitute approval, refusal or support for the project. A development application is required to be lodged in order for a definite decision to be made. The assessment of a Development Application will involve a more comprehensive review of the site and locality, and may include public notification, referral to specialist staff and/or government departments.

Issues may arise during the assessment of a development application, requiring additional information, or changes to the proposal. Depending on the nature of the development application or comments resulting from public notification, it may be necessary for the Council Assessment Panel (CAP) to determine the application. It should be noted that Planning legislation in SA changes frequently; sometimes without notice. Such changes can have significant impact on development outcomes including project costs, approval processes and timeframes.