

263 High Street,
PO Box 220 Maitland NSW 2320
Phone: 4934 9700

APPLICANT DETAILS

Name			
Address			
	Postcode		
Phone No	Mobile		
Email		Number of persons attending	
Name of Attendee(s)			

PROPERTY DESCRIPTION

No	Street	Suburb	
Lot No	DP/SP	Cost of Works	Is it Designated Development?
Name of Owner(s):			
Description of proposed development:			

Issues for discussion:

Length of appointment required: 30 mins ☐ 45 mins ☐ 1 hour ☐ (note: will be 30 mins unless specified)

Applicant(s) Signature

Date

Privacy Statement: Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. However, some of the personal information which is set out in this form will become part of the public record which Council is required to keep pursuant to the Local Government and Environmental Planning and Assessment Acts. This information may be divulged to others in accordance with the provisions of those Acts. Furthermore, Council may be required to divulge some personal information pursuant to the Government Information (Public Access) Act 2009.

REQUIRED INFORMATION

- Floor Plans (if relevant)
- Site Plan (if relevant)
- Elevations (if relevant)
- Subdivision Layout Plan (if relevant)
- A general statement describing the proposal

Your completed application form and accompanying documentation should be emailed to:

da.admin@maitland.nsw.gov.au Alternatively, you may submit the application in hardcopy format but it will need to be accompanied by 3 copies of the documentation outlined above. Any hardcopy plans must be no larger than A3 in size.

Note: Failure to provide any of the above may result in your application being returned and Council declining to meet with you until all appropriate information is provided.

OFFICE USE ONLY:

Property No

General

Pre-lodgment DA meetings are an avenue in which the applicant can obtain preliminary advice on applications prior to lodgment with Council. The objective of a pre-development application meeting is to assist in identifying and, if possible, resolve any issues/constraints related to the development as early as possible and prior to a development application being lodged.

Pre-lodgment DA meetings are held every Thursday between 9.00am and 11.30am. Appointments run for approximately half an hour. If you feel that you need longer to discuss your proposal, please book a 45 minute or 1 hour appointment.

Fee Involved with Pre-lodgment Meeting

The pre-lodgment advisory service carries fees outlined in the below table and will requested via invoice to the applicant prior to the meeting.

Pre-lodgement Advisory Service		Fee Excluding GST \$		Total \$
Development up to 10 dwellings or up to 10 lots or up to \$1 million with minutes	50% of fee is retained if a pre-lodgement meeting is cancelled within 3 days of the scheduled date.	\$654.54	\$65.46	\$720.00
Development of 11-20 dwellings or up to 50 lots or between \$1-\$5 million with minutes	50% of fee is retained if a pre-lodgement meeting is cancelled within 3 days of the scheduled date.	\$909.09	\$90.91	\$1,000.00
Over 21 dwelling, over 51 Lots or over \$5 million	50% of fee is retained if a pre-lodgement meeting is cancelled within 3 days of the scheduled date.	\$1,136.36	\$113.64	\$1,250.00

N.B. The above fee calculation only applies to the 2025-2026 financial year. Please contact Council outside this period for revised fees.

Types of Proposals Suitable for a Pre-lodgment DA Meeting

Council encourages you to request a Pre-lodgment meeting if you are proposing any of the following types of development:

- Commercial development
- Residential development (dual occupancy, multi-unit development, residential flat buildings, mixed residential/commercial development)
- Subdivision proposals
- Industrial development
- Other development where significant site constraints exist (flooding, heritage conservation, heritage item).

Role of Council Pre-lodgment DA Meeting

A senior officer of Council's Planning Environment and Lifestyle Group will generally chair meetings, with appropriate technical staff members being present. Other officers with particular areas of expertise may also attend the meeting if it is considered relevant.

Council will provide written advice following the meeting. These notes will highlight the issues discussed in the meeting and the outcome of the meeting. The comments provided cannot be modified after being issued.

Pre-lodgment meetings are not intended to pre-empt a decision in relation to a development application and cannot provide an authoritative statement as to the likely outcome of an application.

How to Apply for a Pre-lodgment DA Meeting

Complete the Pre-lodgment Meeting Application Form.

- Ensure you have all relevant supporting documentation.
- Submit the Application Form and supporting documentation to da.admin@maitland.nsw.gov.au. You may also submit the application via mail or at Customer Service located on the ground floor of our administration building.
- A Council officer from Planning Environment and Lifestyle will contact you to confirm a meeting time and date.
- An email providing confirmation of the meeting time and date will be provided by Council.