

Pre-lodgement Meeting Application

Applicant details

Name:

Address:

Postcode:

Phone:

Mobile:

Email:

Number of persons attending:

Name of attendee(s):

Property description

Number:

Street:

Suburb:

Lot No:

DP/SP:

Cost of works:

Is it a designated development?

Yes

No

Name of owner(s):

Description of proposed development:

Issues for discussion:

Length of appointment required:

30 mins

45 mins

1 hour

Applicant 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.

Office use only

Property No:

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 hard copy format but it will need to be accompanied by three copies of the documentation outlined above. Any hard copy 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.

General

Pre-lodgement DA meetings are an avenue in which the applicant can obtain preliminary advice on applications prior to lodgement 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-lodgement DA meetings are held every Thursday between 9am 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-lodgement Meeting

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

PRE-LODGE MENT 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 three days of the scheduled date.	\$654.54	\$720
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	\$1,000
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	\$1,250

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-lodgement DA Meeting

Council encourages you to request a pre-lodgement 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-lodgement DA Meeting

A senior officer of Council's City Planning Team 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-lodgement 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-lodgement DA Meeting

Complete the Pre-lodgement 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 Experience team located on the ground floor of our Administration Centre.
- A Council officer from the City Planning Team 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.