

Please complete this form to request a pre-lodgement meeting with Dubbo Regional Council.

## HOW TO LODGE THIS APPLICATION

Pre-lodgment meetings are held to provide applicants with an opportunity to discuss details of a proposed development with relevant council officers, and to identify any issues which may arise during the development assessment process. An important objective of a pre-lodgement meeting is to avoid future conflicts and assist in the preparation of a development application.

Council recommends a pre-lodgment meeting for larger, complex proposals.

To request a pre-lodgment meeting please complete this form and submit it, along with the supporting documentation (as listed below), to [planning.officer@dubbo.nsw.gov.au](mailto:planning.officer@dubbo.nsw.gov.au). Prior to lodging this application, you should discuss the proposal with Council's Duty Planning Officer by phoning 6801 4000 after 1 pm.

Council's Statutory Planning Services Team Leader will contact you to confirm a meeting time and date.

## APPLICANT DETAILS

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Date of Birth <i>Optional</i>	
Residential Address <i>Include City, State &amp; Postcode</i>	
Postal Address <i>Include City, State &amp; Postcode</i>	
Contact Number	
Email Address	

## BUSINESS DETAILS

Your Name	
Company Name	
ABN	
Company Address <i>Include City, State &amp; Postcode</i>	
Postal Address <i>Include City, State &amp; Postcode</i>	
Contact Number	
Email	

PROPERTY DETAILS					
Lot No		DP/SP No		House Number	
Street/Road					
Town		State		Postcode	

DESCRIPTION OF PROPOSED DEVELOPMENT
(include as much detail as possible, such as hours of operation, staffing numbers, cost of development and permissibility)

MEETING ATTENDEES AND RELATIONSHIP TO THE DEVELOPMENT	
Name	Role/Expertise

SUPPORTING DOCUMENTATION
Please confirm you have provided the following documentation in conjunction with your request
<input type="checkbox"/> Concept plans, including site plan, floor plan and elevations to a recognised scale
<input type="checkbox"/> If subdivision, proposed subdivision layout
<b>You should discuss the proposal with Council's Duty Planning Officer prior to lodging a request for a pre-lodgment meeting. Council's Duty Planning Officer is available after 1pm by phoning 6801 4000.</b>
Name of Officer:
Date of discussion:

## PREFERRED APPOINTMENT DATE AND TIME - Please note guide only – minimum one week notification required

Date	
Time	

### PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website [www.dubbo.nsw.gov.au](http://www.dubbo.nsw.gov.au)

## OFFICE USE ONLY

Register Number		Meeting Date	
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