



Pre-DA Consultation

Our aim is to provide an efficient, effective and reliable development assessment (DA) service. This starts with pre-DA consultation, which is designed to identify and resolve issues and deficiencies at an early stage before a DA is submitted.

Our pre-DA service gives applicants the opportunity to meet with development assessment staff and receive valuable advice prior to lodging a development application.

What is a pre-DA consultation?

The pre-DA consultation is a service for potential applicants to discuss specific concept plans for specific sites. At the pre-DA consultation we will discuss the relevant standards, codes and policies against which your proposal will be assessed as well as comment on those aspects of a proposal which are non-compliant with Council's controls. The pre-DA consultation will be documented and written advice will be provided to you. The extent of the input provided by staff is dependent on the amount and quality of information you provide. By working with you, we can avoid unnecessary delays with your DA.

We also offer a follow up pre-DA service which provides the opportunity to review additional or revised information to be assessed prior to the submission of the DA. Follow up pre-DA meetings may be required with large, complex proposals to ensure the completeness of the DA and to resolve outstanding or unsatisfactory aspects that could delay the processing of the DA.

It is recommended that any follow up pre-DA meeting be scheduled as soon as possible and preferably with 60 days of receiving the original pre-DA meeting minutes from us. This will assist in minimising processing delays.

Council only accepts one modification to a DA prior to determination, so the pre-DA service provides a valuable information-sharing opportunity.

When am I ready to apply for a pre-DA consultation?

You can do this once you have prepared a preliminary concept for a proposal on a specific site. To lodge a pre-DA consultation you need to complete the forms on [Council's website](#), upload the associated plans and documentation and pay the required fees.

Your application will be allocated to a development assessment officer who will call you to arrange a time to discuss your DA.

If you are not ready for a pre-DA consultation we provide a duty officer service every Monday, Tuesday and Thursday 9am - 12pm (face-to-face) and 2pm - 4.30pm (over the phone). During these times our duty officer can provide general information on Council's codes and policies but is not able to discuss concepts that relate to a specific site or plan.

What happens at the pre-DA consultation?

The pre-DA consultation will be attended by a development assessment officer and, where required, other specialist staff. Your DA will be discussed at the meeting and written comments on your application will be provided to you within 10 - 15 working days.

The consultation will provide you with:

- An understanding of what information, plans, drawings and technical reports you need to submit with your DA
- An understanding of the permissibility of your DA and the relevant development standards, controls and policies
- Discussion on those aspects of your proposed development which are non-compliant with Council's controls.

Where possible, we will endeavour to provide you with a level of certainty about your proposal, but we cannot give absolute commitment. Views of the community, councillors and other government authorities are not able to be taken into account in the pre-DA consultation process.