



Appendix two – Councils' alignment with the Guidance

	Camden Council	Randwick City Council
Pre-lodgement		
i) Make information on the development assessment process available for applicants		
ii) Communication of available pre-lodgement services		
a) Council has developed and adopted planning policies achieved through effective consultation with the community, professional officers and relevant experts.		
b) Council has a policy setting out the nature of and limitations on the pre-lodgement advice that it provides.		
c) Council has developed a procedures manual on the Development Assessment process which documents the end to end process including pre-lodgement and lodgement stages.		
d) Council has a system in place to conduct performance monitoring as it relates to the development assessment process? Are outcomes and timeframes measured, monitored and reviewed against performance targets?		
e) Information is available on demand for potential applicants.		
f) Council website includes a dedicated Planning and Development section that provides, monitors and updates council specific resources for applicants including an explanation of the process, FAQs and contact details for pre-lodgement advisory services.		
g) (If yes to f.) Council website is easy to navigate? (the information is accurate, up to date and useful).		
h) Council can demonstrate a consistent approach to communicating to the community the information required for pre-lodgement discussions.		
i) Council communicates to the community the types of requests for pre-lodgement advice that it considers appropriate.		
j) Council communicates to the community the limitations on the pre-lodgement advice that it provides.		
k) Council website includes a link to the NSW Department of Planning and Environment for applicants to inform themselves at the pre-lodgement stage.		

	Camden Council	Randwick City Council
iii) Available pre-lodgement advisory services		
l) Dedicated services providing general advice on DAs are available. Including: requirements for lodging a DA, relevant development standards and development controls, likely assessment stream* and timing.	⊖	⊖
* which may include Exempt Development, Complying Development, Fast Track DA, Standard DA and Complex DA.		
m) Potential applicants are encouraged to use pre-lodgement advisory services for all development applications.	✓	✓
n) Pre-lodgement advisory services are provided free of charge.	✓	✓
o) Pre-lodgement advisory services are accessible during business hours.	✓	✓
p) Pre-lodgement advisory services are staffed by suitably qualified officers.	✓	✓
q) Pre-lodgement advisory services includes general queries for straightforward development applications.	✓	✓
r) Pre-lodgement advice is provided on the type of professional services that may be required in the preparation of applications.	⊖	✓
s) Information is provided on when approvals from other authorities and state agencies may be required.	⊖	✓
t) Clear information is provided on council requirements and expectations for DAs including compliance with relevant development standards and controls.	⊖	✓
u) Pre-lodgement advice does not contain assurances on compliance with LEP, DCP etc or on merit assessment outcomes.	✓	✓
v) Council has in place procedures for managing and recording the pre-lodgement advice that it provides.	⊖	✓
w) A record of pre-lodgement advisory service advice is noted on council's electronic property system and includes the address, date and subject matter of the advice.	⊖	⊖
x) Information is provided on booking requirements for pre-lodgement meetings and panels.	✓	✓
iv) Council offers pre-lodgement meetings with applicants and referral authorities, (where relevant)		
a) Ability to have a formal pre-lodgement meeting with council officers to discuss lodgement requirements, assessment processes and design review where required by State Environmental Planning Policy No 65 - Design Quality of Residential Apartment Development (SEPP 65).	✓	✓
b) Pre-lodgement meetings can be booked and are subject to fees.	✓ ⁵	✓
c) Council has a standard process in place to record the payment of pre-lodgement fees.	✓	✓
d) Applicants are required to provide concept documentation (if available) a minimum of two weeks prior to the meeting.	✓	✓

⁵ At the time of this audit Camden Council did not charge fees for pre-lodgement meetings.

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e) Council considers/makes a decision as to the relevant assessment stream for the development proposal (which may include Exempt Development, Complying Development, Fast Track DA, Standard DA and Complex DA).	✓	✓
f) Pre-lodgement meetings are mandatory for more complex DAs, for example: capital investment value greater than \$2.0 million; residential flat buildings; multi dwelling housing; and complex proposals including those with environmentally constrained sites. ⁶	n/a	n/a
g) Pre-lodgement meetings are not required by council for smaller-scale fast track applications.	✓	✓
h) Design Excellence meetings as required under SEPP 65 occur prior to lodgement where possible (to ensure that the design of residential flat building DAs are adequately addressed on the lodged plans).	n/a	✓
i) Fees are charged for Design Excellence meetings.	n/a	✓
j) There is consideration of attendees required for the meeting including professional staff from council, the applicant, and where practical those responsible for the preparation of architectural plans and supporting specialist reports.	✓	✓
k) Council provides detailed advice on all aspects of the development process including compliance requirements, design and planning.	✓	✓
l) Relevant external and internal referral requirements are identified.	✓	✓
m) Representatives from other authorities or state agencies attend where it's anticipated external referrals may require significant issues to be addressed.	✗	✗
n) Key assessment issues and specialist technical requirements, as well as expectations regarding compliance with relevant development standards and controls are identified.	✓	✓
o) Specific direction on issues of concern is provided so the applicant is clear on the resolution preferred by council.	✓	✓
p) Agreement to an in-principle timeframe for determination.	✗	✗
q) A formal record of the meeting is copied to the property file and provided to the applicant within two business days.	–	–
r) Additional relevant documents such as written advice is kept on appropriate file relating to the proposed development.	✗	✓
s) Secondary pre-lodgement meetings are available and carried out for particularly complex applications.	✓	✓
t) Computers for public use are set up in the reception area of council offices so applicants can assess the NSW Planning Portal, with council customer service staff available to answer any queries.	✓	✓

Lodgement, (including DA fee, notification, referral and allocation)

v) DA submitted to council by applicant for lodgement and checked for completeness and adequacy against the Secretary's Requirements and general compliance		
a) DA checked by the duty assessment officer in the first instance.	✓	✓

⁶ The planning legislation precludes councils from making Pre-DA meetings mandatory. Therefore, a rating of 'complies' cannot be achieved.

	Camden Council	Randwick City Council
b) Council has developed and implemented an online application lodgement system for DAs.	⊖	✓
c) Council has developed a standard internal checklist to ensure all relevant information is lodged with a development application and fees are paid.	✓	✓
d) Standard checklist is completed in relation to submitted application form and any required additional documentation provided.	✓	✓
e) Applications can only be accepted if they satisfy the Secretary's Requirements, are generally compliant with the development standards and are supported by an acceptable level of information.	✓	✓
f) Councils are reasonable and consistent when requesting information in addition to the information specified by the Secretary's Requirements.	✓	✓
g) Council has a schedule or equivalent of all applicable fees for different categories of development applications (e.g. lodgement fees, bonds, development application advertising fees).	✓	✓
h) Council has in place procedures for verifying an applicant's cost estimates for building and associated works. Examples include requesting copies of all quotations from the applicant, requesting an independent report from a quantity surveyor verifying the applicant's cost estimates and checking against published estimates. (Rawlinson's and Cordell's). Requirements of threshold ranges also to be incorporated. (\$0-\$100,000/\$100,001-\$3.0 million/>\$3.0 million).	⊖	✓
i) Evidence on relevant property file that all required development fees are paid in full.	✓	✓
j) Evidence of pre-lodgement advisory services, Design Excellence Panel and/or pre-lodgement meetings where applicable, is provided and the application cross-checked with the formal records.	⊖	✓
vi) Lodgement processed by the council		
k) Satisfactory applications are accepted for lodgement (DA registered, assigned a number, prepared for clearing house).	✓	✓
l) Support services carry out including scanning, copying and other administrative processes.	✓	✓
m) Assessment officer provides the applicant an update or initial feedback on the processing of the application. Ideally within 15 days of lodgement.	⊖	⊖
vii) Clearing house conducted to vet and triage incoming applications and initiates notification, exhibition and internal and external referrals (for councils with a high volume of annual DAs)		
n) Council conducts a clearing house twice a week to vet and triage incoming applications. (if applicable - Council has a high volume of annual DAs).	✗	✓
o) Clearing house team is comprised of experienced senior planning staff, technical officers and other specialist council staff.	✗	✓
p) The clearing house identifies the appropriate assessment stream for the application (1. Fast Track, 2. Standard and 3. Other (council, IHAP or JRPP)).	⊖	✓

	Camden Council	Randwick City Council
q) The clearing house initiates notification and exhibition requirements. Councils apply notification and exhibition procedures that are proposal and impact specific and consistent with current government policy.	✘	✔
r) Good practice notification of DAs is followed: <ul style="list-style-type: none"> - Fast Track DAs - Fast track DAs should not require notification or exhibition. - Standard DAS - Notification of any Standard DAs should not exceed 14 days. - In determining the extent of notification, councils should consider the proposed development's impacts on neighbouring properties and the likely level of public interest. It may be that some Standard DAs do not require notification - Other DAs. <p>* DAs that require as a minimum notification, as well as possible exhibition. The extent and period of notification and/or exhibition should correspond to impacts and statutory requirements.</p>	✔	✔
s) The clearing house identifies internal referrals where required, such as engineering requirements and external referral agencies.	✘	✔
t) The clearing house identifies any relevant standard conditions of approval from technical officers (such as engineers) that could be included to negate the need to seek internal referral.	✘	✔
viii) Updates, file management, completing exhibition and notification requirements, completing internal and external referrals, delivering file to assessing officer with any notes or conditions from the clearing house		
u) The clearing house is supported by administration officers who immediately carry out administrative tasks including: <ul style="list-style-type: none"> - Issuing a letter to the applicant confirming lodgement of the DA - Arranging notification or exhibition - Issuing internal and external referrals - Placing copies of notification and referrals on the hard copy (where applicable) and electronic file - Placing relevant assessment checklists on file for the allocated assessment officer - Placing copies of other relevant information identified by the clearing house team on the file including conditions, comments and target determination/meeting date. 	⊖	✔
ix) The DA is allocated to the assessment officer where required		
v) Applications are allocated to the appropriate assessing officers.	⊖	✔
w) Relevant decision maker identified as applicable at that time and target meeting dates and/or agendas for determination are scheduled.	⊖	⊖

Key:  Complies  Working towards  Does not comply