

APPLICATION FOR DEVELOPMENT ASSESSMENT UNIT (DAU) WRITTEN ADVICE

About this form

- You can use this form to make an application for written advice from the Development Assessment Unit (DAU) of Council.
- This form can be completed electronically and lodged by email using the buttons at the end of the form.
- Complete all the required information under each section to enable Council staff to review the application.
- Fees and charges will be required in accordance with Council's adopted fees and charges.

APPLICANT DETAILS			
Company Name:			
Contact Name:		Phone:	
Postal Address:			
Contact Email:			

PROPERTY/SITE DETAILS					
Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

PROPOSAL	
Development Description:	
Development Value:	\$

GENERAL INFORMATION AND REQUIREMENTS	
<p>Examine the Kiama Local Environmental Plan (LEP) 2011 and Kiama Development Control Plan (DCP) 2020 and other applicable State Policies. The following information <u>must</u> be submitted to Council with this form.</p>	
<p>Note: The written advice will <u>only</u> consider the documentation provided with this form.</p>	
	A policy Compliance Checklist that clearly nominates any non-compliances.
	One (1) electronic copy of Concept Plans at a suitable scale. This includes a site plan, elevations and floor plan to an appropriate scale.
<p>Requests for written advice from the DAU incur a fee as per Council's Adopted Fees and Charges.</p> <ul style="list-style-type: none"> The 'Written Reply' fee (under Miscellaneous Fees) must be paid upon making the application The fee to be paid shall be for the equivalent of 2 hours work 	
<p>Note: An additional fee as per Council's adopted fees and charges, is payable for every hour or part thereof after the first 2 hours. If this additional fee is required it will be billed to you before the written response is provided after the review is completed.</p>	

ISSUES**Specific issues or non-compliances which you would like addressed in the DAU advice:**

1.	
2.	
3.	
4.	
5.	

CHECKLIST AND APPLICANT DECLARATION**The following details must be submitted otherwise the request will be declined:**

	All information requested on this form is completed.
	Policy Compliance Checklist which clearly nominates any non-compliances.
	One (1) electronic copy of the site plan, elevations and floor plans to a suitable scale.

In making this application for written advice from the DAU, I understand that the written response is for the purposes of preliminary discussions and advice regarding a future development proposal. I also understand that Council is unable to provide any specific advice or confirmation regarding future development proposals, such as confirmation of proposed variations to the LEP or DCP, until a formal Development Application is lodged and an assessment of the application is undertaken.

Applicant's Name: (print name)	Applicant's signature:	Date:
	X	

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information so that Council can assess your request for written advice from Council's Development Assessment Unit (DAU).

Intended recipients: The intended recipient of the information is Kiama Municipal Council.

Supply: While the supply of this information is voluntary, the personal information you provide will enable Council to process your request for written advice from Council's Development Assessment Unit (DAU).

Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the *Government Information (Public) Access Act* and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the *Government Information (Public) Access Act*, Council's Privacy Management Plan or if otherwise required by law.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street, Kiama. NSW. 2533.

Click either '**SUBMIT**' or '**SAVE To File**' to email your application electronically

**SUBMIT**

For **Email client** ie: MS Outlook

SAVE To File

For **Webmail** ie: Gmail, Hotmail, etc save the document to your computer and email to council@kiama.nsw.gov.au