



**BYRON SHIRE COUNCIL**

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\*\*\*Office Use Only\*\*\*

Reg No: **22.** .....**1** Date ...../...../.....  
Parcel No(s): .....  
Zoning: .....  
Notations: FPL DIP ASS HER BPL HCV  
PR123 (Precinct: .....)  
Record No: #...../..... Container: .....

# E2016/12541 Updated February 2016

**REQUEST FOR DEVELOPMENT ADVISORY PANEL MEETING**

Development Assessment Panel (DAP) meetings are intended to provide initial advice on specific issues identified for discussion by the applicant and any likely major issues relevant to a development proposal. They are not intended to investigate every detail which is covered through the formal development assessment process. While the advice is given in good faith, it is in no way binds a decision by the Council.

**Step 1 Location and Title Description of the Property** *We need this to correctly identify the property*

Unit No.	House No.	Street Name	Street Type e.g. St, Rd
Suburb or Town			Postcode
Lot No	Sec No	DP No	

**Step 2 Details of the Applicant/s** *Council will contact and send all related information to this address*

Name/s			
Company Name			
Postal address:			
Mobile		Alternate telephone	
E-mail			

**Step 3 Meeting Attendees** *A maximum of four (4) representatives may attend*

Attendee Name:	Role (e.g. Planning Consultant):
1.	
2.	
3.	
4.	

**Step 4 Description of Development** *Briefly describe the development you wish to carry out*

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<b>Additional Development Details (where relevant):</b>			
Gross Floor Area		Number of Lots	
Number of Dwellings		Average Lot Area	
Number of Storeys		Common / Private Open Space Area Provided	
Height in Meters			
Site Coverage		Proposed Access	
Residential Density		Proposed Drainage	
Number of carparking spaces		Proposed Waste Disposal	

<b>Step 5</b>	<b>Issues to be Discussed</b>	<i>A separate schedule may be provided should further space be required</i>
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1.	
2.	
3.	
4.	
5.	
6.	

<b>Step 6</b>	<b>Supporting Documents</b>	<i>Please provide the required copies of plans as specified in the Fact Sheet</i>
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Type of Document	Provided	Not Provided
Concept Site Plan (to scale, preferably on A3 sized paper)		
Concept Floor Plan (to scale, preferably on A3 sized paper)		
Concept Elevations (to scale, preferably on A3 sized paper)		
Site Analysis (including details and plans of existing use / structures)		
Draft Statement of Environmental Effects		
Other:		
Other:		

<b>Step 7</b>	<b>Applicant Declaration</b>
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**Attention: Applicant/Owner - Privacy Notification Form**

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Act"). The information may only be made available through this or other relevant Acts and Regulations that may apply. The intended recipients of the personal information are officers within the Council.

The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application.

Council is collecting this personal information from you in order to process this request for planning information.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be addressed to the Information Service Department of Council. Council is to be regarded as the agency that holds the information.

Signed Applicant/Owner ..... Dated .....