



Sustainable Development Fact Sheet

Development Advisory Panel Meetings

What is a Development Advisory Panel Meeting?

Development Advisory Panel (DAP) meetings are for people who intend to lodge a development application and would like advice and assistance in the early stages of the planning and design of their development proposal.

DAP meetings help identify key issues and ensure applicants are on the 'right track'. They are not intended to investigate every detail which is covered through the formal development assessment process. A DAP meeting provides a prospective applicant with the opportunity to discuss and receive feedback from Council on the technical aspects of a development proposal.

These meetings are not intended for general planning or development enquiries. For general enquiries please contact Council's Development Support Officers by attending Council's Administration Office, by phone on 02 6626 7025 or email to dso@byron.nsw.gov.au.

Do I need a DAP meeting?

A DAP meeting is not required prior to lodging a Development Application. Upon receipt of your request Council will review your proposal and will advise if one of our other services will be more suitable.

What to expect from a Meeting?

Experienced professional staff will attend your DAP meeting. Generally the Team Leader from Planning Services will chair the meeting and other relevant technical experts will also attend the meeting.

A maximum time slot of one hour will be allocated for the meeting. At the meeting you can discuss:

- Initial concepts
- Detailed design aspects
- Specialist technical requirements
- Possible solutions to identified issues

When and where are meetings held?

DAP meetings are held on Tuesday and Thursday mornings at Council's Administration Office at 70-90 Station Street, Mullumbimby.

What types of development benefits most from DAP meetings?

- Residential accommodation (4 or more Dwellings / Units)
- Shop top housing / Mixed Use Development
- Rural Industries
- New large scale commercial or industrial developments
- Subdivisions proposing 5 or more lots
- Affordable housing / Seniors living housing
- Proposals for Designated Development

How do I arrange a meeting?

1. Complete [DAP meeting request form](#)

Available on Council's website or at Council's Administration Office.

2. Prepare supporting documents

Council requires either one (1) hard copy and an electronic copy or alternatively five (5) hard copies of supporting documents. The documents required will vary depending on your proposal, however generally you will need at minimum a concept site plan, concept floor plans and elevations and a draft statement of environmental effects or site analysis.

3. Submit form and supporting documents

They can be submitted by post or in person. You must provide all of the required supporting documents along with payment of the required fee.

4. Arrange a time to meet

Council staff will contact you once your request has been received to arrange a mutually convenient meeting date. A letter will then be sent confirming the booking.

5. The meeting

At the end of your meeting Council will document the issues discussed and recommendations made for your proposal. Council will send a copy of this information to you within fourteen days of the meeting.

WHAT IS THE PURPOSE OF A DEVELOPMENT ADVISORY PANEL MEETING?

DAP meetings **are** intended to:

- ✓ Confirm applicable State, Regional and Local development requirements.
- ✓ Identify Council information requirements (additional technical studies that should be lodged with the application).
- ✓ Identify design issues that will need to be addressed based on a preliminary assessment of submitted information.
- ✓ Explore possible solutions to those design issues.

DAP meetings **are not** intended to:

- ✗ Provide a detailed assessment of the development proposal.
- ✗ Indicate the likely outcome of the ensuing development assessment process.
- ✗ Speculate on Council's view on specific issues should such issues be raised or subsequently in public submissions.
- ✗ Provide feedback on development applications other than that for which the meeting was requested.

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