



## Step 2 Continued

### Note

#### Payment Info

1. The appropriate application fee must be paid at the lodgment in accordance with Council's current adopted fees and charges.
2. Payment can be made via an Authority to Charge Credit Card Payment Form, cheque, EFTPOS or cash.
3. Byron Shire Council cannot guarantee that the requested information is available and in the instance that your search is unsuccessful, the application fee is non-refundable.

#### Preparation

When submitting a request the following is advised:

- **Examine Council's Codes, Policies and Planning Instruments to determine whether your proposal would comply with relevant Council requirements.** For advice regarding applicable regulations please contact Council's Development Support Team on 6626 7025 or email [dso@byron.nsw.gov.au](mailto:dso@byron.nsw.gov.au).
- **Undertake a site analysis that identifies constraints and opportunities for the site.** For general information regarding constraints and development potential contact Council's Development Support Team on 6626 7025 or email [dso@byron.nsw.gov.au](mailto:dso@byron.nsw.gov.au).
- Consider development options for the site to demonstrate the suitability of the site and the preferred option.
- **Prepare preliminary plans.** These plans must be submitted to Council with your application.
- **Two (2) copies of the site analysis, preliminary plans and supporting information are to be submitted.**

For further information please contact Byron Shire Council's Development Support Team on 6626 7025 or email [dso@byron.nsw.gov.au](mailto:dso@byron.nsw.gov.au).

#### 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 ...../...../.....

### Office Use

Is additional information required for lodgment of this application?

Yes

No

Development Support Officer:

Team Leader Review:

Date: