

Major Development Lodgement Process



Introduction

The City of Ryde Council has implemented a set of processes that must be adhered to for the lodgement of Major Development Applications.

These processes will ensure that all Major Development Applications received by Council are complete at time of lodgement and able to be assessed and determined within a reasonable time frame, meeting statutory obligations. These processes will also provide certainty in development outcomes for applicants and faster assessment time for Development Applications.

What is considered Major Development?

The processes detailed within this Information Sheet apply to the following forms of development:

- Residential Flat Buildings,
- Mixed Use Buildings,
- Construction of Commercial / Retail Buildings with a floor space in excess of 2000m²,
- Change of Use applications with a floor area in excess of 2000m².
- Any other development that must be determined by the Joint Regional Planning Panel.

The above is a guide only and Council's Building and Development Advisory Service can be contacted for further information and clarification as to whether the proposed development constitutes a 'Major Development Application'.

Requirements for Major Development

Council will only arrange a Pre-lodgement Meeting or Urban Design Review Panel once all documentation is received. For Major Development, the Urban Design Review Panel and the Pre-lodgement Meeting will take place within 4 weeks after receipt of documentation. Should an applicant wish to submit revised plans and additional information once a meeting has been scheduled, Council will reschedule the meeting for a later date. This is to ensure that Council Officers and Panel Members have sufficient time to consider the application prior to the meeting. More information of the pre-lodgement process can be found in Council's *Pre-lodgement Information Sheet*.

In the event that a Major Development Application includes a Voluntary Planning Agreement, Council's *Voluntary Planning Agreement Policy* will apply. A copy of this policy is available on Council's website. Specific requirements for the lodgement and processing of applications involving Voluntary Planning Agreements apply. Please contact Council's Building and Development Advisory Service for more information.

The attached flow chart details the procedure for the lodgement and determination of Major Development Applications at the City of Ryde Council.

Further Information

For further information, you can contact Council's Building & Development Advisory Service on 9952 8222 or via email at cityofryde@ryde.nsw.gov.au.

Council's Voluntary Planning Agreement Policy can be viewed in the [Policies section](#) of Council's website.

City Of Ryde

Ryde Planning and Business Centre
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Phone **9952 8222**
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Website
www.ryde.nsw.gov.au

Office Hours:
9:00am to 5:00pm Monday to Friday
8:30am to 4:45pm Monday to Friday for telephone enquiries

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INFORMATION SHEET

Preliminary discussion of Major Development

Proponents must contact Council's Building and Development Advisory Service to arrange a preliminary discussion of the proposal. This will determine whether the proposal requires a formal Pre-Lodgement Meeting and consideration by an Urban Design Review Panel before lodgement of application.

Depending on the scope of development and / or potential issues involved, it may require

Pre-lodgement Meeting / Urban Design Review Panel

Once preliminary discussions are held, proponents are to Contact Council's Building and Development Advisory Service to arrange a Pre-lodgement Meeting and Urban Design Review Panel. This will identify key concerns Council may have regarding the proposal. It ensures that any issues or concerns are either resolved or adequately addressed prior to lodgement.

These services will incur fees and charges in accordance with Council's Fees and Charges

Prior to lodgement documentation review

For all Major Projects, Council has implemented an 'Accept - Check - Lodge' process to ensure that all Development Applications received by Council are complete at time of lodgement. 3 hardcopies and 1 softcopy of the Development Application and associated documentation are to be provided to the Building and Development Advisory Service.

The documentation will then be reviewed by Council staff within 7 working days of receipt to ensure that all necessary documentation has been provided and all matters are adequately addressed. This is not an assessment of the application but a review of the documentation to ensure completeness prior to lodgement.

Lodgement

Once it has been established that all necessary documentation has been provided and that all matters addressed, Council will accept the application for lodgement. It is at this stage that applicable fees for Development Application Lodgement are to be paid.

For the lodgement of Major Development, a total of 4 hardcopies and 2 softcopies or all documentation must be provided.

Assessment

Once the application is lodged, Council will assess the application against the applicable controls and policies.

Determination

Once the application has been assessed, a recommendation will be made to the relevant authority for determination. The relevant authority may vary depending on the nature of development, extent of submissions received or the total Capital Investment Value.