



# Prelodgement Meetings and Urban Design Review Panel



## Introduction

The City of Ryde provides a Prelodgement Meeting service to assist customers with advice regarding development proposals.

## Objectives of Prelodgement Service

- To provide timely advice on development projects in order to educate the customer on Council's Policies and Plans;
- To promote and maintain effective communication between the City and the development industry.
- To increase the efficiency and effectiveness of the development, subdivision and construction certificate application process administered by the City.

## Role of Prelodgement Service Addressing Scenarios

A prelodgement meeting provides the applicant with the opportunity to discuss and receive feedback from Council on the technical and merit aspects of a development proposal. This occurs following a preliminary assessment by staff of submitted plans and documents detailing the proposal.

Although prelodgement meetings are not mandatory, this service is encouraged by Council as it is the most appropriate and transparent means of dealing with enquires of a complex or site-specific nature, or where formal feedback is being sought on a specific development concept or proposed plan. It is also an opportunity for Council to advise the applicant of strategic objectives for the development of the area.

It is an opportunity for any potential issues to be dealt with prior to the formal lodgement of a DA. It also enables Council to provide relevant information to the applicant to assist in resolving any issues prior to lodging an application. This may assist in reducing the assessment times of DAs.

Where possible, during the prelodgement meeting, Council officers will suggest alternative and acceptable solutions for the applicant to consider.

A prelodgement meeting is for discussion and clarification purposes only and may not identify all possible issues. It is not, in any way, intended to pre-empt a final decision in relation to a development application. Additional prelodgement meetings may be required at a later time, if considered necessary.

The Building + Development Advisory Service Team conduct a site inspection and review the proposal, with regards to the City of Ryde's planning controls and statutory requirements.

They consult with other specialised staff and/or consultants e.g. traffic engineers, development or drainage engineers, heritage experts, urban designers, and if necessary, make arrangements for their attendance at scheduled meetings. A written summary of the advice and issues discussed at the meeting is forwarded onto the proponent after the meeting.



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## What you need to do:

- Check with Customer Service and/or the Ryde Local Environmental Plan 2014 to determine whether the zoning of the land permits the proposed use.
- Review the relevant sections of Development Control Plan 2014 and statutory requirements to determine any areas of non-compliance.
- Discuss your proposal in advance with the Building & Development Advisory Team at the Ryde Customer Service Centre.
- Contact Building + Development Advisory Service Team on 9952 8222 to arrange a prelodgement meeting.
- A confirmation sheet and form will be sent to you outlining the time and date of your meeting and documentation required for the meeting to proceed.
- Please forward your completed form, together with concept plans, including a preliminary design layout (floor plan, elevations etc) & an outline of your proposal, relevant Prelodgement fee, by post, email or in person to the Ryde Customer Service Centre, Ground Floor, 1A Pope Street, Ryde, **4 weeks before the meeting for major development** (which may also include an Urban Design Review Panel meeting) **and 2 weeks before the meeting for minor development** (to be confirmed with the Building & Development Advisory Service Team). Council reserves the right to cancel your appointment should you fail to submit any information by this specified time.

## What Council will do:

- A site inspection and a review of the proposal will be conducted prior to the Prelodgement meeting. The Building + Development Advisory Service Team will take into consideration the City of Ryde's planning controls and statutory requirements during this process.
- The Building + Development Advisory Service Team will consult with other specialised staff &/or consultants, and, if required, will make necessary arrangements for their attendance at the meeting.
- The Building + Development Advisory Service Team will meet with you to discuss the proposal.
- Following the prelodgement meeting, a written summary of advice and the issues discussed at the meeting will be forwarded to you.
- Subsequent meetings may be arranged to review the documentation when an application is ready to be lodged with the City of Ryde, with a view to ensuring completeness and avoid delays.



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INFORMATION SHEET

## Urban Design Review Panel

An Urban Design Review Panel is a panel of independent professionals who will assess the application on its Urban Design merits and good design principles, against Council's codes and policies. Certain types of developments will need to be referred to Council's Urban Design review Panel after a prelodgement meeting but before formal lodgement of a Development Application.

These types of developments include (but are not limited to)

- Any major developments within Town Centres
- Large Commercial Developments (especially Macquarie Park)
- Residential Flat Buildings - three storeys or over
- Any other developments valued over \$30 million

If your development type falls outside these but Council feels that the proposal would benefit from a Urban Design Review, you will be advised of at your prelodgement meeting. This service does not apply to dwelling houses, multi unit housing or dual occupancy attached.

Council requires any information relevant to the Urban Design Review Panel needs to be submitted to Council at least four weeks before the meeting date. This allows Council to complete any compliance checks needed and gives the panel time to look at the plans prior to the meeting.

Following the Urban Design Review Panel, a written summary of advice and the issues discussed at the meeting will be forwarded to the applicant.

### Fees:

There are fees associated with holding prelodgement and Urban Design Review Panel meetings, these are as per the City of Ryde Fees and Charges which can be obtained through Council's website and or by contacting the Building and Development Advisory Service Team.

Any additional costs incurred by Council for holding meeting of the panel will be invoiced to the applicant. Any unpaid fees will form a condition of consent for any subsequent approved Development Application.

### City Of Ryde

Ryde Customer Service Centre  
1 Pope Street RYDE  
(cnr Pope and Devlin Streets, within Top Ryde  
City Shopping Centre)  
Phone **9952 8222**  
Fax **9952 8070**

**Website**  
[www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au)

**Office Hours:**  
9:00am to 5:00pm Monday to Friday