

# Request a Pre-Application Meeting (PAM)

## *Small-scale residential and industrial/commercial*

Blacktown City Council’s PAM service provides a meeting with relevant Council staff to discuss and give preliminary advice on a proposed development. Formal correspondence is then provided, outlining any issues that will need to be addressed prior to the lodgment of an application.

**Please note the following:**

- PAMs are not held for dual occupancies, dwelling houses, dwelling alterations/additions, or development ancillary to residential land uses (e.g. swimming pools, garages, awnings etc.).
- Sufficient plans (as outlined below) must accompany any request for a PAM.
- Minutes received after a PAM must be submitted if a subsequent application is lodged.

**No guarantee that Council will support or approve a proposal can be given until a full and detailed assessment has been undertaken and development consent has been granted.**

**WHAT IS THE SITE OF THE PROPOSED DEVELOPMENT?**

<b>Lot:</b>		<b>Section:</b>		<b>DP/SP/MPS:</b>	
<b>Number:</b>		<b>Street:</b>			
<b>Suburb:</b>		<b>Post code:</b>		<b>Area of site:</b>	

**WHAT FORM OF DEVELOPMENT IS PROPOSED?**

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of dwellings/units: \_\_\_\_\_ Parking spaces \_\_\_\_\_

Estimated cost of development: \_\_\_\_\_

**WHAT ISSUES DO YOU WISH TO DISCUSS?**

- Issue 1: \_\_\_\_\_
- Issue 2: \_\_\_\_\_
- Issue 3: \_\_\_\_\_
- Issue 4: \_\_\_\_\_

**WHO IS SUBMITTING THIS REQUEST?**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Telephone: Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Please circle:**

Owner     
  Purchaser     
  Developer     
  Builder     
  Consultant

**INFORMATION TO BE SUBMITTED WITH THIS REQUEST**

The following plans must be submitted with this form. A PAM is unable to be booked if the following plans are not included with the PAM request. **Please note: any plans submitted within 7 days of the booked meeting (or brought to the PAM on the day) will not be discussed.**

Required	Included?
<b>1. Site Plan (minimum 1:500)</b> Showing: site boundary; vehicular ingress/egress; building footprint and entry points; property setbacks; waste storage areas; waste collections points; retaining wall details (relative to existing levels and boundaries)	<input type="checkbox"/>
<b>2. Floor Plan</b> Showing: layout of proposed development on all floors; internal walls and room names/uses; stated dimensions of existing and proposed works	<input type="checkbox"/>
<b>3. Elevation and sections</b> Showing: natural ground level and any proposed changes to ground level; height of proposed development from natural ground level to finished floor levels; ceiling and roof ridge levels; details of proposed external colours, materials and finishes	<input type="checkbox"/>
Optional	Included?
<b>1. Shadow diagrams (9am, 12pm and 3pm on June 21)</b>	<input type="checkbox"/>

**ATTENDEES** (a maximum of five professionals may attend the meeting)

Name: _____	Role: _____	Organisation: _____
Name: _____	Role: _____	Organisation: _____
Name: _____	Role: _____	Organisation: _____
Name: _____	Role: _____	Organisation: _____
Name: _____	Role: _____	Organisation: _____