

Our pre-application Urban Design Review Panel (UDRP) service gives customers an opportunity to meet with the Panel to receive feedback on a development proposal and highlight any potential issues early in the process. Please complete and submit this form along with the required documentation and fees – details are provided at the end of this form.

The UDRP operates in accordance with the [UDRP Charter](#) (PDF) adopted by City of Newcastle (CN). For more information, visit the [Urban Design Review Panel](#) webpage.

Note: Please download this form to complete electronically.

Part 1: Applicant and Site Details

1. Applicant Details

Name or company	
ABN (required if company)	
Email	
Phone	
Postal address	
Contact person (if company)	

Will your correspondence be 'care of' another company? Yes No

Name or company	
ABN (required if company)	
Email	
Phone	
Postal address	

2. Are you the owner of the subject property

Yes	
No. If no, state the interest of the property:	

3. Location and title description of the property

Unit no		House no		Street name	
Suburb				Post code	
Lot(s)		Section		Deposited Plan	
				Strata Plan	

Part 2: Application Details

4. Describe the proposed development

Give a detailed outline as to the proposed development

5. Details of the requested attendees at the meeting

Note: A **maximum of 4 external attendees** can attend the UDRP meeting

Attendee 1	Name	
	Company and position	
	Email address	
Attendee 2 (optional)	Name	
	Company and position	
	Email address	
Attendee 3 (optional)	Name	
	Company and position	
	Email address	
Attendee 4 (optional)	Name	
	Company and position	
	Email address	

6. Details of previous interaction

a) Is this your first request for the UDRP comments on this development?

Yes

No. How many times has the proposal been reviewed by UDRP? _____

b) Have you spoken about this application with a CN officer?

Yes. To whom did you speak to? _____

No

c) Is this request related to a Pre-DA Application?

Yes. Please state the relationship: _____

No

7. Probity

Are parties with pecuniary or non-pecuniary interest:

a) A staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,

b) A State or Federal Member of Parliament?

Yes, state the relationship: _____

No

8. Applicant's Declaration

I declare that all information given is true and correct.

Applicant's name	
Applicant's signature	
Date	

How to lodge your form

Documentation required to be submitted:

An electronic copy of the following documentation must be submitted with this booking form.

- Site analysis that describes the site and neighbouring sites
- Plans, concept plan or preliminary design drawings of the proposal
- Typical elevations and perspectives
- Car parking vehicle access arrangements
- Locations and dimensions of open space and landscape areas
- Written description of the proposal
- Design quality statement addressing the design quality principles of State Environmental Planning Policy No. 65, where applicable

Please use the naming conventions located in our [Plan Standards - Guidelines for Lodging Electronic Documents](#) for all documents to be submitted.

Lodgement methods

Email

Enter the address of the property and the type of application (i.e., Pre-Application Urban Design Review Panel Booking Form) in the subject line of the email. Emails are to be sent to applications@ncc.nsw.gov.au

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

Fees are charged as per CN's [Fees and Charges](#) document. Your application is not considered lodged until the required fees have been paid.

Payments are required within 24 hours of application lodgement, via one of the following methods:

- Cash
- EFTPOS
- Cheque, please note cheques are to be made payable to City of Newcastle.
- Credit Card, please note a merchant fee is payable on all credit card transactions.

If an application is submitted without payment, you will be contacted to arrange payment. Payments can be taken over the phone or by a payment gateway that will be emailed to you.

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN.

Please contact CN if the information you have provided in your application is incorrect or changes.

Purpose of collection: To enable CN as the consent authority to assess your application

Intended recipients: CN staff and other government agencies that may be required to assess the application

Supply: The information is a statutory requirement related to the assessment of the application.

Consequence of non-provision: Your application may not be accepted or processed due to a lack of information.

Storage and Security: City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the *Government Information (Public Access) Act 2009*.

Access: Your information can be checked for accuracy by calling (02)4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302