

This form

This form is to be completed for all requests to attend a UDCG meeting (i.e. the first request for a meeting and any subsequent follow up meetings).

The Urban Design Consultative Group (UDCG) provides independent, expert advice to Council and the applicant's about the quality of the urban design and amenity of developments.

A development is required to be referred to the UDCG if it is subject to the State Environmental Planning Policy 65 (SEPP 65). Additionally large developments, by virtue of their location or scale that are likely to have a significant impact within the Local Government Area may also be referred to the Group. Typical developments include:

- Residential flat buildings
- Seniors Housing developments
- Multi dwelling developments
- Industries, storage facilities and warehouses over comprising six or more dwellings 2000m² floor space
- New buildings or major extensions
- Buildings within the Newcastle City Centre that seek in commercial centres to vary the floor space ratio or building height or are
- Boarding Houses located on landmark sights
- Hospitals, schools and churches,
- Subdivisions on land 2 hectares or greater in area

Information required to be submitted to Council

The following information should be provided with the application.

- Six copies of the concept plans (A4 or A3 size), drawn to scale including site plan and elevations. It is also recommended that photographs of the site and the surrounding streetscape be provided to support the proposal. This is not required if 6 additional copies have been provided with any current Development Application.
- One copy of a landscape plan (if not featured in the concept plan or provide in a current DA plan).
- Where applicable, six copies of the SEPP 65 Design Verification Statement specifying how the proposal meets both the design quality principles and the Residential Flat Design Code. The statement should be prepared by a 'registered architect'.
- An electronic copy of the application on either a CD or USB stick. This is not required where there is a current Development Application.
- The application fee.

How the process works

Once you have submitted the application and paid the relevant fee, you will be contacted by Council and advised of the meeting day and time of the UDCG. Meetings are held once a month at Council's offices at 282 King Street, Newcastle.

- You are encouraged to request a meeting with the UDCG prior to a Development Application being lodged with Council or concurrently in the case of a Pre-DA application.
- The purpose of the meeting is to provide constructive advice on the design quality of development proposals. As far as possible this is done at the meeting, although the report of the Panel may contain additional comment. The comments do not bind Council Officers, the elected Council members, or other bodies beyond Council.
- A maximum of 4 external attendees can attend the meeting to outline the details of the development to the panel.
- A copy of the minutes will be made available to the applicant within 7-14 days of the meeting.

- A proposal that has been redesigned to address earlier recommendations of the group can be resubmitted to the UDCG, by completing another application form and providing required information. The initial fee covers the first meeting and if required, one further meeting following a re-design. All other re-designs are subject to an additional fee.
- The UDCG continues to operate as an independent advisory Group to Council and is also recognised by the Minister for Planning as a SEPP 65 Design Review Panel.

Part 1: Application and Applicant Details

1. Your name, address etc.

All correspondence will be sent to the email address provided unless 'care of' email address is specified

If a company, provide a contact person.

Title: Mr Mrs Miss Ms Other.....

Family name (or company name)

Given names (or ABN).....

Postal address.....

.....Postcode.....

Phone.....Alternative Phone.....

E-mail

Contact person

Reference no.....

Will your correspondence be 'care of' another company?

Yes

No

Care of name or company.....

ABN (required if company)..... Contact person

Postal Address.....

Phone.....E-mail

2. Are you the owner of the subject property?

Yes

No, if no, state the interest of the property

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3. Location and title description of the property

Unit No.....House No.....Street.....

Locality.....

Lot(s).....Section.....

Deposited Plan(s).....

Strata Plan(s).....

Other.....

4. Describe the proposed development

Give a detailed outline as to the proposed development

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5. Details of the requested attendees at the meeting

A maximum of 4 external attendees can attend the UDCG meeting

Name	Phone Number	Type of Stakeholder (e.g. applicant, architect, planner)
1.		
2.		
3.		
4.		

6. Details of previous interaction

- a) Is this your first request for the UDCG comments on this development?
 Yes
 No, how many times has the proposal been reviewed by UDCG.....
- b) Have you spoken about this application with a Council Officer?
 Yes*
 No
 *If yes, to whom did you speak to?
- c) Is it related to a current DA or Pre-DA Application?
 Yes*
 No
 *If yes, please state the relationship.....

7. Conflicts of Interest

Parties include owners, applicants, developers and companies.

- a) Are there parties associated to this application, with pecuniary or non-pecuniary interest that include: a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of NCC or,
- b) a State or Federal Member of Parliament?
 Yes, please state the relationship and person

 No

8. Applicant's declaration

I declare that all information given is true and correct.

Applicant's name (please print).....

Signature.....Date.....

Protecting your privacy

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

Purpose of collection:	To enable Council as the consent authority to assess your request for refund.
Intended recipients:	Council Staff and any other relevant third party that may be required to assess the request for refund.
Supply:	The information is a voluntary requirement related to the assessment of the request for refund.
Consequence of non-provision:	Your request for refund may not be accepted or processed due to a lack of the necessary information.
Storage:	Newcastle City Council (282 King Street Newcastle NSW 2300) will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009 (GIPA Act)</i> .
Access:	Your information can be checked for accuracy by calling (02) 4974 2000.

How to lodge your application

Applications can be lodged either:

1. In person, at the Customer Contact Centre, located at **282 King Street, Newcastle**.
Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.
2. By mail:
Newcastle City Council
PO Box 489
Newcastle NSW 2300

Fees

Fees are calculated on a scale based on the contract value of the work or number of lots. Fee estimates can be obtained by contacting Council on (02) 4974 2000.

Your application is not considered lodged until the required fees have been paid. If the application does not include payment we will contact you when payment is required. Payments need to be made within 24 hours of contact.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to Newcastle City Council.

Acknowledgement

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.

How to contact us:

Phone: (02) 4974 2000

E-mail: mail@ncc.nsw.gov.au

In Person: 282 King Street Newcastle