



ACT
Government

Environment, Planning and
Sustainable Development

Planning and Development Act 2007, s425

PRE-DA LODGEMENT

COMMUNITY CONSULTATION WRITTEN NOTICE

To be completed and uploaded via eDevelopment with DA

This document must be attached to a consultation report for development applications for the following types of development in all areas except for Industrial Zones as defined by the Territory Plan or in an area outlined in Schedule 1B of the *Planning and Development Regulation 2008*:

A development proposal for 1 or more of the following:

- a building for residential use with 3 or more storeys and 15 or more dwellings
- a building with a gross floor area of more than 5000m²
- if the development proposal is for more than 1 building – the buildings have a total gross floor area of more than 7000m²
- a building or structure more than 25m above finished ground level
- a variation of a lease to remove its concessional status
- the development of an estate
- a development proposal that is required to consult with the design review panel (DRP) under sections 138AL (1) and (2) of the *Planning and Development Act 2007*.

Lease/Site Details *Please Print*

If more than one lease/site, attach the following details for each lease/site

Block/s	<input type="text"/>	Section	<input type="text"/>	Suburb	<input type="text"/>
District	<input type="text"/>	Street Address	<input type="text"/>		

Description of Development Proposal *Please Print*

COMMUNITY CONSULTATION SUMMARY

I/we hereby certify that:

- community consultation was undertaken prior to the lodgement of the development application in accordance with the guidelines for pre-DA community consultation for prescribed developments
- the proposal was notified on the ACT Government’s website for pre-DA community consultation prior to consultation beginning and for the entire consultation period
- I/we have completed the attached submission requirements checklist and it is a true and accurate account of the consultation undertaken.

Applicant Details *Please Print*

Applicants Name	<input type="text"/>		
Applicant Signature	<input type="text"/>	Date	<input type="text"/>

PRE-DA COMMUNITY CONSULTATION – SUBMISSION REQUIREMENTS CHECKLIST

Item	Yes ☑	No ☑	N/A ☑	Consultation Report Section/ Page Reference
PRE-DA COMMUNITY CONSULTATION TRIGGER(S)				
1. Is the development proposal a prescribed development under section 20A of the Regulation?				
2. If you answered yes to Q1, please indicate which of the following the proposal is for:				
a. a building for residential use with 3 or more storeys and 15 or more dwellings				
b. a building with a gross floor area of more than 5000 m ²				
c. a development with more than 1 building and the buildings have a total gross floor area of more than 7000 m ²				
d. a building or structure more than 25 m above finished ground level				
e. a variation of a lease to remove its concessional status				
f. the development of an estate				
g. a development proposal that is required to consult with the design review panel under sections 138AL (1) and (2) of the Act.				
MINIMUM CONSULTATION REQUIREMENTS				
3. Was consultation conducted over at least a two-week period?				
4. Was the proposal listed on the ACT Government's pre-DA community consultation webpage ?				
5. If you answered yes to Q4, was/did the listing on the webpage:				
a. completed before consultation started?				
b. active for the entire consultation period (minimum of two weeks)?				
c. include basic details of the proposal (such as the locality, developer's name and project name)?				
d. include details of where the community can get more information (including a link to an external website and contact details)?				
e. detail how the community can provide feedback (including online methods)?				
f. state when consultation ended?				
6. Were people living in the areas immediately surrounding the development informed and consulted with?				
7. Was the wider community informed and consulted with?				
8. Was the local community council informed and consulted with?				
9. Were people from a diverse demographic given the opportunity to view and make comment on the proposal?				
10. Was face-to-face engagement undertaken?				
11. Was more than one face-to-face engagement session undertaken?				
12. Was face-to-face engagement tailored to accommodate people from a diverse demographic, including those with special needs?				
13. Were the minimum conceptual drawings made available to the public during consultation sessions and online, including:				
a. a site plan (showing parking areas, access and egress, waste areas and communal open spaces)?				
b. indicative floor plans?				
c. elevations?				
d. shadow diagrams, if there are likely to be shadow impacts?				

Item	Yes ☑	No ☑	N/A ☑	Consultation Report Section/ Page Reference
e. landscape plans?				
f. proposed materials and finishes?				
g. perspective drawings and other visual images from a range of angles and scales?				
14. Were the following details made available to the public during consultation sessions and online:				
a. a plain English statement explaining the proposal?				
b. high-level responses to key Territory Plan rules and criteria?				
c. a response against the relevant zone objectives?				
d. key design elements of the proposal?				
e. for DAs to remove the concessional status of a lease, details of any future development or redevelopment proposals or possible change of use of the site (if available)				
15. Was consultation undertaken over two of more phases?				
16. If you answered yes to Q15, was the information specified in point 13 and 14 above made available for public inspection across all phases of consultation?				
MINIMUM DOCUMENTATION REQUIREMENTS				
17. Does the consultation report:				
a. include details of how consultation was undertaken?				
b. include details of who was consulted?				
c. include details of how long material was available for public inspection?				
d. include details of when face-to-face consultation occurred?				
e. demonstrate that the consultation process targeted a diverse demographic, including how these demographics were targeted?				
f. include copies of what the community were shown during the consultation process, including all information specified in points 13 and 14 above?				
g. include an accurate summary of how the community responded during consultation, including the main comments and areas of concern?				
h. include responses to the community's main comments and concerns?				
i. highlight how the submitted design has been changed as a result of consultation, or a justification for why changes were not made?				
j. state whether the proposal submitted is substantially the same as that shown to the community?				
k. for DAs to remove the concessional status of a Crown lease, address the requirements of the Social Impact Assessment Guidelines ?				