



REQUESTING
ADDITIONAL
INFORMATION FOR
DEVELOPMENT
APPLICATIONS
POLICY 1.20

REQUESTING ADDITIONAL INFORMATION FOR DEVELOPMENT APPLICATIONS

DIVISION: DEVELOPMENT

PILLAR: MANAGING URBAN GROWTH

FILE / BINDER:

OBJECTIVES:

The purpose of this policy is to:

- To establish time periods within which applicants must submit additional information for development applications.
- To ensure consistency in the time periods applicants are granted to provide additional information.

BACKGROUND:

During the assessment of development applications Council will often require additional information in order to fully determine the application. The principal purpose of this policy is to establish consistent time periods within which this information must be submitted to Council.

POLICY STATEMENT:

If additional information is required for the further assessment of a development application, applicants will be given 14 days to provide the information to Council. If the information is not provided within 14 days the applicant will be sent a reminder letter granting a further 14 days to submit the required information and advising that the applicant risks refusal of the application if the information is not submitted.

In circumstances where significant additional information is required, for example geotechnical or traffic reports etc., applicants will be given 28 days to provide the information to Council. If the information is not provided within 28 days the applicant will be sent a reminder letter granting a further 14 days to submit the required information and advising that the applicant risks refusal of the application if the information is not submitted.

Any further extensions to the period within which applicants must provide additional information must be agreed to by the Development Branch Assessment Team Leader, Manager – Development Branch or Director – Development and Environment.

If at the end of this period the required information has not been received by Council the development application may be refused due to lack of information.

For the purposes of this policy additional information may also include amended plans/documentation, additional fees and landowners' consents.

In accordance with the Environmental Planning and Assessment Regulations 2000, once Council requests additional information from an applicant the assessment time limit applying to the subject development application is temporarily suspended until the information is received.

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RELEVANT LEGISLATION:	Environmental Planning and Assessment Act 1979
	Environmental Planning and Assessment Regulations 2000
RELATED POLICIES:	N/A
DELEGATIONS:	Y
SUSTAINABILITY ELEMENT:	N
STAFF TRAINING REQUIRED?	N

NEXT REVIEW DATE:

PREVIOUS POLICY
ADOPTED:
MINUTE: