# URBAN DESIGN REVIEW PANEL BOOKING FORM

Our Urban Design Review Panel (UDRP) prelodgement service gives you an opportunity to meet with a panel of relevant senior Council Staff and an Independent Urban Design/ Architectural expert to get feedback on a development proposal and highlight any potential issues early in the process. Please complete and submit this form along with the required plans and fee.

This must be completed a minimum of 7 days before the date of your meeting. Details of Council fees and charges are available on our website: penrith.city

# PROPERTY DETAILS

Lot number DP/SP House number

Street address

Suburb Postcode

Description of proposed development

# **APPLICANT DETAILS**

First name Surname

Company (if applicable)

Postal address

Suburb Postcode

Phone number Mobile number

Fax number Email address

# **OWNER'S CONSENT**

If the owner is not the applicant, is the owner aware of this proposal? Yes No

# **PLANS**

You must submit the following documents with this booking form:

Site analysis that describes the site and neighbouring sites Yes No Plans, concept plan or preliminary design of the proposal Yes No Typical elevations and perspectives Yes Nο Car parking vehicle access arrangements Yes No Locations and dimensions of open space and landscaped areas No Written description of the proposal Yes No One electronic copy of all information submitted No

Six hard copies of all plans are required



#### NAMES OF PEOPLE ATTENDING THE UDRP MEETING

See Council's adopted fees and charges at penrith.city. All fees subject to change

#### **IMPORTANT**

If you are emailing payment details, please include the Credit Card Authorisation Form as a separate attachment to your Application or any other information.

Please do not merge forms together.

# **PAYMENT DETAILS**

Administration fees can be paid by cash, cheque or credit card.

- cash, cheque or credit card payments can be paid in person
- cheque or credit card payments are accepted by post
- only credit card payments are accepted by email

Urban Design Review Panel meeting Review of Revised Proposal

# PAYING BY CREDIT CARD?

Please complete the <u>Credit Card Authorisation Form</u> located in the list of <u>Downloadable Forms</u> and ensure that you provide the full details of the purpose of your payment on this form.

If you are sending your payment by email, please ensure the Credit Card Authorisation Form is included in your email as a separate attachment to your Application or any other information.

OFFICE USE ONLY Registration number	
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Meeting date	Meeting time
Receipt number	Amount paid

# **CONTACT US**

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