

# Request for planning proposal

## Application form

Application No: .....

Effective from July 2019 to June 2020

**About this form** Use this form to request a planning proposal to amend Woollahra LEP 2014. Associated or consequential changes to Woollahra DCP 2015 may also be requested.

### 1. Applicant's contact details

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

Applicant's name: .....

Company contact: ..... ABN/ACN:.....

Postal address: ..... Post Code: .....

Phone (B): ..... Phone (M/H):..... Fax: .....

E-mail: .....

Project reference: .....

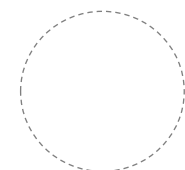
### 2. Land owner's details and consent

NB: Must be signed by the owner of the land. If more than one owner, **every** owner must sign. If the owner is a company or owner's association, must be signed by a director under common seal, or by provision of ABN/ACN together with your position in that Company.

As the registered owner(s) of the land to which this application relates, I/we consent to this application.  
I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Signature:..... Name:..... Date: .....

Signature:..... Name:..... Date: .....



Affix Common Seal

Company/Strata Corp:.....

Position:..... ABN/ACN No.....

Phone: .....

E-mail: .....

Postal address: ..... Post Code:.....

### 3. Location and title description of the property

Street No: ..... Street:..... Suburb: .....

Lot(s):..... Section:..... Deposited Plan(s):..... Strata plan: .....

**4. Description of requested changes to Woollahra LEP 2014**

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**5. Associated changes to Woollahra DCP 2015**

Are there associated or consequential changes required to Woollahra DCP 2015?

Yes  No

If yes, describe the proposed changes: .....

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**6. Current or future development application**

Is there a current DA or a proposed DA which relies on the changes for a consent?

Yes  No

If there is a current DA, provide the details:

DA No. ....

DA description: .....

.....

.....

If there is a proposed DA, provide an overview of the proposed development: .....

.....

.....

.....

## 7. Current use of property

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.....  
.....

## 8. Consultation

Have you had a pre-application consultation meeting?

Yes  No

Other than a pre-application consultation meeting, have you discussed the requested planning proposal with a Council officer?

Yes  No

If so, to whom did you speak? .....

Have you discussed the proposed changes with neighbours? Yes  No

If so, identify the property addresses and what type of consultation occurred:

.....  
.....  
.....  
.....  
.....

## 9. Privacy notice

The personal information in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation and for processing of payments. If you do not provide the information, Council will not be able to process your application and/or payment. The information on the form will be available to Councillors, Council Officers, consultants to Council and members of the public as required by the Act. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## 10. Declaration

I declare that all the information given is true and correct.

✕ Signature: ..... Name: ..... Date: .....

## 11. How to lodge this application

### Address the application to:

The General Manager Woollahra Municipal Council

Post: PO Box 61 Double Bay 1360

DX: DX 3607 Double Bay

Delivery: Council Chambers, 536 New South Head Rd  
Double Bay NSW 2028

### How to contact us by phone, fax or electronically

Phone: (02) 9391 7087

Fax: (02) 9391 7044

Email: [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

Web: [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. You can catch the train to Edgecliff Station and take the 324, 325 or 326 bus or walk from the interchange at the Edgecliff Centre. Short-term customer parking spaces are available on site.

## 12. Acknowledgement of application

We will acknowledge that we have received your application.

## 13. Fees

Fees are **NOT** payable upon lodgement. An invoice will be issued to the Applicant.

The cost for assessing the application and preparing a planning proposal will depend on the nature and complexity of the request.

The level of complexity will be assessed by the Strategic Planning Team, and the request will be categorised as either Minor or Major.

Once the Strategic Planning Team has categorised the request and identified if any additional information is required, an invoice will be issued to the Applicant.

### **Minor planning proposal**

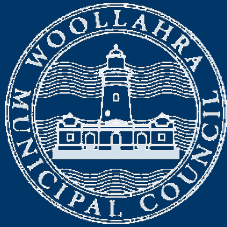
<b>Stage 1</b> – up to gateway determination	\$16,840 (GST exempt)	All steps up to and including submission of planning proposal to Department of Planning & Environment for gateway determination if endorsed by Council. May include changes to Woollahra DCP 2015.
<b>Stage 2</b> – post gateway determination	\$8,470 (GST exempt)	All steps up to publication of the amending LEP subject to Council support. May include changes to Woollahra DCP 2015.

### **Major planning proposal**

<b>Stage 1</b> – up to gateway determination	\$40,950 (GST exempt)	All steps up to and including submission of planning proposal to Department of Planning & Environment for gateway determination if endorsed by Council. May include changes to Woollahra DCP 2015.
<b>Stage 2</b> – post gateway determination	\$24,440 (GST exempt)	All steps up to publication of the amending LEP subject to Council support. May include changes to Woollahra DCP 2015.

**Note:** An hourly rate of \$280.00 applies to any additional unforeseen tasks and functions.

These fees apply for the 2019/2020 financial year only. Any fees payable outside this period will be subject to the adopted fees and charges for the relevant financial year.



# Request for planning proposal Application checklist

This checklist is to be completed by the applicant and the Team Leader Strategic Planning.

	Applicant			Council		
	Yes	No	N/A	Yes	No	N/A
<b>1. Preparation</b>						
Have you read or are you being represented by someone who has read and is familiar with the following documents:						
a) <i>Environmental Planning and Assessment Act 1979</i> – sections 3.31-3.37, in particular section 3.33(2) which prescribes the basic content	<input type="checkbox"/>	<input type="checkbox"/>				
b) <i>Environmental Planning and Assessment Regulation 2000</i> – Part 2 Environmental planning instruments.	<input type="checkbox"/>	<input type="checkbox"/>				
c) A Guide to Preparing Planning Proposals (NSW Department of Planning and Environment, August 2016). In particular, see chapter 2 <i>The parts of a planning proposal</i> and Attachment 1 <i>Information checklist</i> .	<input type="checkbox"/>	<input type="checkbox"/>				
d) A Guide to Preparing Local Environmental Plans (NSW Department of Planning and Environment, August 2016).	<input type="checkbox"/>	<input type="checkbox"/>				
e) Woollahra LEP 2014.	<input type="checkbox"/>	<input type="checkbox"/>				
f) Woollahra DCP 2015.	<input type="checkbox"/>	<input type="checkbox"/>				
g) <i>Standard Instrument-Principal Local Environmental Plan</i> .	<input type="checkbox"/>	<input type="checkbox"/>				
h) Planning practice notes from the NSW Department of Planning and Environment regarding the preparation of planning proposals.	<input type="checkbox"/>	<input type="checkbox"/>				
<b>2. Application form</b>						
Is the property address identified?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Are the requested changes to Woollahra LEP 2014 clearly described?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Are any associated or consequential changes to Woollahra DCP 2015 clearly described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has owner's consent (and company seal if applicable) been provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Requirements</b>						
Have you provided the following?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
a) Indicative concept plans for a future development application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Studies, investigations and reports supporting the requested changes, including information identified in the pre-application consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Disclosure statement (this relates to political donations and gifts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) 3D Digital Model (illustrating proposed building envelope & indicative concept)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Applicant			Council		
	Yes	No	N/A	Yes	No	N/A
<b>4. Additional disclosures and documents</b>						
Is the property a heritage item, in the vicinity of a heritage item, within or in the vicinity of a heritage conservation area or a draft heritage item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the planning proposal apply to contaminated land as defined under Schedule 6 of the <i>Environmental Planning and Assessment Act 1979</i> and <i>State Environmental Planning Policy No.55 – Remediation of Land</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Copies and formatting</b>						
Have 2 copies of the indicative concept plans been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an electronic copy of plans and documentation been provided and is it in unsecured PDF or Word file format only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the digital copies of the plans and all documentation saved in files of 3 MB or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all digital files been individually labeled to allow easy identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Office use only</b>						
Is the application acceptable for lodgement?				<input type="checkbox"/>	<input type="checkbox"/>	
Has a container been created in HPE?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I verify that the application is acceptable for lodgement:						
Officer's Name: .....						
Signature: ..... Dated: .....						
Which internal departments and sections are required to be notified?						
a) Strategic Planning				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Development Control				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Heritage				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Open Space and Trees				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Engineering Services				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Urban Design				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Compliance				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Other .....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I verify that the application is acceptable for lodgement:						
Team Leader: .....						
Signature: ..... Dated: .....						