



Request for planning proposal

Pre-application consultation form

Pre-application No:

Effective from July 2019 to June 2020

About this form Use this form to apply for the consultation service to discuss a request for a planning proposal to amend Woollahra LEP 2014.

About this service The service provides a meeting with relevant Council staff to give early comment on a request for a planning proposal. Minutes outlining issues that will need to be addressed will be provided after the meeting. Information supporting the planning proposal request must be lodged a minimum of eight days prior to the meeting to allow sufficient time for review by Council staff. Refer to the pre-application checklist for information which might be submitted. The comments provided by Council staff do not bind Council in any way.

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:

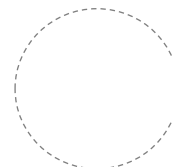
2. Land owner's details and consent

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 pre- application relates, I/we consent to this pre-application consultation. I/we also give consent for authorised Council officers to enter the land to carry out inspections.

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

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



Company/Strata Corp: Affix Common Seal

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:

7. Current use of property

.....
.....

8. Who will be attending the meeting?

Name	Profession
.....
.....
.....
.....

9. Consultation

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:
.....
.....
.....

10. 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.

11. Declaration

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

✘ Signature: Name: Date:

12. How to lodge this application

<p><u>Address the application to:</u> The General Manager Woollahra Municipal Council Post: PO Box 61 Double Bay 1360 Delivery: Council Chambers, 536 New South Head Rd Double Bay NSW 2028</p>	<p><u>How to contact us by phone, fax or electronically</u> Phone: (02) 9391 7087 Fax: (02) 9391 7044 Email: records@woollahra.nsw.gov.au Web: www.woollahra.nsw.gov.au</p>
<p><u>Making a personal visit?</u> 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.</p>	

13. Acknowledgement of application

We will acknowledge that we have received your application and advise you of a meeting date by telephone or email.

14. Fees

A fee of \$2,665 covers the meeting, assessment of information and written response.

Should a further pre-application meeting be required, an additional fee of \$670 will be required.

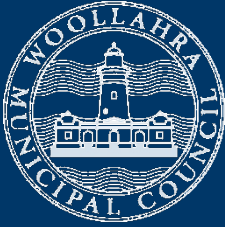
These fees apply for the 2019/2020 financial year only. Any fees payable outside this period will be subject to the adopted fees and charges for the relevant financial year.

15. Office use only

Fee Type	Fee	Receipt Code	Office Use Only
Request for planning proposal pre-application consultation fee	\$2,665	T21	

Cashier's Name: Signature: Date:

Payment Processed: Yes No



Pre-application consultation 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
1. Preparation						
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"/>				
2. Pre-application form						
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"/>	
3. Requirements						
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	<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"/>
4. Additional disclosures and documents						
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"/>

	Applicant			Council		
	Yes	No	N/A	Yes	No	N/A
5. Copies and formatting						
Have 2 copies of 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"/>
6. Office use only						
Is the pre-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"/>
Has a meeting date and time been confirmed? If so, specify.					
I verify that the pre-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 pre-application is acceptable for lodgement:						
Team Leader:.....						
Signature: Dated:						