



# Planning Proposal

Pre-application Consultation

Effective from July 2023 to June 2024

Pre-application No:

Use this form to request a planning proposal pre-application consultation meeting to amend *Woollahra Local Environmental Plan 2014* and where relevant, consequential changes to *Woollahra Development Control Plan 2015*.

## About this service

The service provides a meeting with relevant Council staff to give early comment on a potential 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.

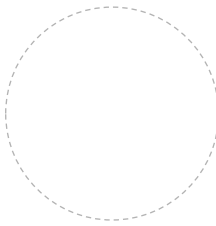
## Applicant details

Title:	<input type="text"/>	Full name:	<input type="text"/>		
Company name:	<input type="text"/>		ABN/ACN:	<input type="text"/>	
Postal address:	<input type="text"/>				
Phone:	<input type="text"/>	Mobile:	<input type="text"/>		
Email address:	<input type="text"/>				
Date of application:	<input type="text"/>	Applicant's reference:	<input type="text"/>		

## Landowner's details and consent

*NOTE: 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 pre-application.  
I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Owner's name:	<input type="text"/>			 Affix Common Seal
Signature:	<input type="text"/>	Date:	<input type="text"/>	
Owner's name:	<input type="text"/>			
Signature:	<input type="text"/>	Date:	<input type="text"/>	
Company / Strata Corp:	<input type="text"/>			
Position:	<input type="text"/>	ABN / ACN no:	<input type="text"/>	
Phone:	<input type="text"/>	Email address:	<input type="text"/>	
Postal address:	<input type="text"/>			

### Location and title description of the property

Unit, Shop  
or Suite no:

Street no:

Street  
name:

Suburb:

Lot(s):

Section:

Deposited  
Plan(s):

Strata  
Plan:

### Description of requested changes to Woollahra LEP 2014

### 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:

### 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:

## Current use of property

## Consultation

Have you discussed the requested planning proposal with a Council officer?

Yes  No

If so, to whom did you speak?

**Name**

Have you discussed the proposed changes with neighbours?

Yes  No

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

## Declaration

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

**Name**

**Signature:**

**Date**

## Acknowledgement of application

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

## Fees

A fee of \$3,240.00 covers the meeting, assessment of information and written response.

Should a further pre-application meeting be required, an additional fee of \$1,100.00 will be due.

These fees apply for the 2023/2024 financial year only. Any fees payable outside this period will be subject to the adopted fees and charges for the relevant financial year.

## Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

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

**Telephone:** (02) 9391 7000

### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

### OFFICE USE ONLY

### Request for planning proposal pre-application consultation fee (T21)

CSO name:

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
<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 Local Strategic Planning Statement	<input type="checkbox"/>	<input type="checkbox"/>				
f) Woollahra LEP 2014	<input type="checkbox"/>	<input type="checkbox"/>				
g) Woollahra DCP 2015	<input type="checkbox"/>	<input type="checkbox"/>				
h) <i>Standard Instrument-Principal Local Environmental Plan</i>	<input type="checkbox"/>	<input type="checkbox"/>				
i) Planning practice notes from the NSW Department of Planning, Industry and Environment regarding the preparation of planning proposals.	<input type="checkbox"/>	<input type="checkbox"/>				
<b>2. Pre-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	<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 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 labelled 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 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:	<input type="text"/>					
<b>I verify that the pre-application is acceptable for lodgement:</b>						
<b>Officer's Name</b>	<input type="text"/>	<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>	
Which internal departments and sections are required to be notified?				<input type="checkbox"/>	<input type="checkbox"/>	
a) Strategic Planning				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Development Control				<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"/>	
e) Engineering Services				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Urban Design				<input type="checkbox"/>	<input type="checkbox"/>	
g) Compliance				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Other:	<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>	
<b>I verify that the pre-application is acceptable for lodgement:</b>						
<b>Team Leader:</b>	<input type="text"/>	<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>	