

PLANNING PROPOSAL APPLICATION



LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



Council: City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



Mail: City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

Please note: Your application will **NOT** be processed until **FULL** payment has been received.
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

Office Use

Fee Paid: \$

Receipt No:

Date:

Application Number:

Applicable fee

Minor LEP or DCP

\$10,300

Major DCP

\$30,000

Major LEP

\$100,000

Note: A Minor LEP generally refers to a single allotment spot rezoning generated by a planning anomaly or inconsistency, or minor amendments such as the modification of a development standard. These rezoning are generally not complex or contentious. A Major LEP refers to all other rezoning applications submitted to Council. Please confirm with Council's Strategic Planning Team whether the Planning Proposal is 'Minor' or 'Major' prior to submitting Planning Proposal. Fees for both major and minor LEP amendments are not refundable

Description of proposal

Property details

Address:

Unit No:

House No:

Street:

Suburb:

Postcode:

Lot:

DP:

SP:

Sec:

Site area:

sqm

Applicant details			
Surname:	<input type="text"/>	First Name:	<input type="text"/>
Email:	<input type="text"/>		
Contact Number:	<input type="text"/>	<input type="text"/>	
Company name: (if applicable)	<input type="text"/>		
ABN: (if applicable)	<input type="text"/>		
Postal Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>

Statement of disclosure of political donations

Have you made a reportable political donation or gift within the two years preceding this application? (If a reportable political donation has been made, complete the disclosure form found on Council’s webpage). Yes No

Have any consultants assisting you with this development been previously engaged by Council within the past five years for a project in excess of \$5,000? Yes No

If **yes**, please ask your consultant to provide the following information:

Consultant:

Project: Year:

I hereby apply for the proposal described above and I consent to Council copying this application, and any supporting material, for the purpose of obtaining public comment.

Signature: Date:

Owner’s consent

Multiple owners

Every owner of the land must sign this form, or provide authorisation under separate cover (e.g. multiple individuals or multiple companies).

Individuals

If you are signing as the owner’s legal representative, you must state the nature of your legal authority and attach documentary evidence under separate cover (e.g. Power of Attorney, Executor, Trustee etc.)

Strata Title and Community Title

If the property is a unit under strata title or a lot in a community title, then in addition to the owner’s signature the common seal of the Owners Corporation must be stamped on this form over the signature of the owner and signed by the chairman of the Owners Corporation or the appointed managing agent.

Company

If the owner is a company, a separate letter is to accompany this application stating acknowledgement and consent of this application. This letter is to be signed by an authorised director in accordance with the Company’s Memorandum and Articles of Association.

Owner(s):	<input type="text"/>		
Email:	<input type="text"/>		
Contact Number:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>

As owner of the land to which this application relates, I consent to this application. I also consent for authorised Council officers to enter the land to carry out inspections relating to this application.

Signature(s): Date:

Without the owner’s consent we will not accept the application.

PLANNING PROPOSAL CHECKLIST

Provide 4 paper copies and 1 digital copy of the following information.

- Completed Application Form
- Completed Statement of Disclosure of Political Donations
- Application Fees

Background Information

- Description of the subject land and locality.
- A Survey Plan of the site drawn to scale identifying physical features such as trees, topography, existing buildings etc.

Planning Proposal

The Planning Proposal must be prepared in accordance with the Department of Planning and Infrastructure's Guide to Preparing Planning Proposals and Guide to Preparing Local Environmental Plans. The proposal must address and include the following essential parts:

- Objectives or intended outcomes of the Planning Proposal.
- An explanation of the provisions that are to be included in the LEP
- Justification for those objectives, outcomes and provisions.
- Relationship to the strategic planning framework, including compatibility with:
 - Sydney Metropolitan Strategy and draft Inner West Subregional Strategy.
 - Council's Community Strategic Plan and Local Planning Strategy
 - Applicable State Environmental Planning Policies.
 - Applicable Ministerial Directions (s 9.1 directions).
- Environmental social and economic impacts.

Supporting documents

- Copies of all supporting studies justifying the proposal must be submitted at the time of lodgement. This may include traffic studies, urban design analysis, heritage assessments or other technical studies/strategies.

Development Concept

- An indicative development concept, illustrating the nature and scale of development envisaged for the site – built form, open space, vehicular and pedestrian access and relationship with surrounding area. This information could include a draft Development Control Plan (DCP) containing guidelines that would assist in providing a framework to assess future development on the site.

Notification Plans

- Notification Plans for the proposal. Plans must be legible, including dimensions and text. The notification plans must be A4.

Electronic copies for Planning Proposals

Council will require all application forms, plans and associated documentation required for a Planning Proposal to be lodged in an electronic format.

In addition to hard copies, all documents and plans need to be submitted as an electronic version using a CD or USB or similar device.

All electronic documents submitted with a Planning Proposal need to satisfy the following criteria:

1. **PDF Format** – All documents, plans, application forms etc must be submitted as separate PDF files for each document or plan or application form e.g. survey plans must be one pdf document, supporting studies must be on another separate pdf document. Pdf documents can consist of numerous pages. Security setting must not be applied to electronic documents, this includes passwords.
2. **Documents** – must be A4 formatted and optimised for minimum size (on-line publishing). Files larger than 4Mb should be broken up into logical parts and supplied as separate files.
3. **Plans** - must be to scale and rotated to landscape.
4. **File Names** – file naming conventions will apply to all electronic documents, including plans and applications forms. Please see File Naming Protocol below.
5. **Accuracy** – electronic documents must be exact reproductions of the original hard copy documents or plans.

Electronic documents lodged with Council may be published on Council's webpage.

File Naming Protocol (where relevant)

- 1A Marlborough Street, Drummoyne – A – Planning Proposal Application Form
- 1A Marlborough Street, Drummoyne – B – Planning Proposal
- 1A Marlborough Street, Drummoyne – C – Survey Plan
- 1A Marlborough Street, Drummoyne – D – Development Concept Plans or draft DCP controls
- 1A Marlborough Street, Drummoyne – E – A4 Notification Plan
- 1A Marlborough Street, Drummoyne – F – Shadow diagrams
- 1A Marlborough Street, Drummoyne – G – Photo Montages
- 1A Marlborough Street, Drummoyne – H – SEPP 65 – Residential Flat Design Code assessment
- 1A Marlborough Street, Drummoyne – I – Heritage Impact Statement
- 1A Marlborough Street, Drummoyne – J – Contamination Report
- 1A Marlborough Street, Drummoyne – K – Transport & Traffic Assessment
- 1A Marlborough Street, Drummoyne – L – Economic Analysis
- 1A Marlborough Street, Drummoyne – M – Noise Assessment
- 1A Marlborough Street, Drummoyne – N – Arborist Report
- 1A Marlborough Street, Drummoyne – O – Flora and Fauna Assessment
- 1A Marlborough Street, Drummoyne – P – Geotechnical Investigation