



PLANNING PROPOSAL APPLICATION FORM

NEED HELP?

www.wollondilly.nsw.gov.au | council@wollondilly.nsw.gov.au
4677 1100 | 62-64 Menangle St, Picton NSW 2571

HOW TO USE THIS CHECKLIST:

Please use this application form to help submit a Planning Proposal to amend the *Wollondilly Local Environmental Plan (LEP) 2011*, which may include changes to the *Wollondilly Development Control Plan (DCP) 2016*.

Please refer to Council's **Planning Proposal Policy** for further details.

Your proposal must contain the information listed below.

Council's Strategic Planning Staff will review your application prior to lodging to ensure that the required information is provided.

Council may ask for additional information of a technical nature or require clarification of the information submitted.

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - *The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4677 1100.*

Part 1 | Property Details

Street Address/es: _____

Suburb: _____ Postcode: _____

Lot No. / DP / SP: _____

Part 2 | Applicant Details

Please note: all correspondence from Council will be via email to the Applicant.

Company / Organisation: _____
If applicable

Title: Mr Mrs Ms Miss Other _____

Contact Name: _____

Postal Address: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

Part 3 | Description of Proposal

Proposed amendments to WLEP 2011: *(Tick all that apply)*

<input type="checkbox"/> Land Use Zone	<input type="checkbox"/> Lot Size	<input type="checkbox"/> Height of Building
<input type="checkbox"/> Heritage	<input type="checkbox"/> Additional Permitted Uses	<input type="checkbox"/> Other <i>(please specify below)</i>

Other *(Please specify)*: _____

Anticipated development yield *(e.g lot yield)*: _____

Description of Proposal: _____

Part 4 | Pre-Lodgement Meeting
*A pre-lodgement meeting with Council's Strategic Planning Team is strongly encouraged.
 Please contact the Strategic Planning Team on 02 4677 1100 to organise a meeting.*

Has a pre-lodgement meeting occurred?: Yes No

Meeting Date: _____

Responsible Strategic Planning Officer: _____

Part 5 | Applicant Disclosures

(a) Political Donations

Have you made a political donation within the last two years or given a gift to a Councillor or employee of Council? Yes No

If 'Yes', you are required to attach a Political Donations Disclosure Form.
 This document is available from Council's Customer Service Counter or from Council's website and [can be found HERE](#).

(b) Conflict of Interest

I am an Employee/Councillor or relative of an Employee/Councillor of Wollondilly Shire Council. Yes No

If 'Yes', state relationship _____

Part 6 | Applicable Fees

More information regarding the classification of a Planning Proposal is available within Council's Planning Proposal Policy.

Council will undertake an initial review of the submitted document and an invoice will be provided confirming the payable fees.

	Planning Proposal	Fee	Checkbox
Upfront Fees	Planning Proposal (Minor)	Please see Council's adopted Fees & Charges	<input type="checkbox"/>
	Planning Proposal (Major)	Please see Council's adopted Fees & Charges	<input type="checkbox"/>
	Planning Proposal (Significant)	Please see Council's adopted Fees & Charges	<input type="checkbox"/>
	Planning Proposal (Employment Generating)	Please see Council's adopted Fees & Charges	<input type="checkbox"/>
	Fee for planning work on sites subject to state led Planning Proposals	Please see Council's adopted Fees & Charges	<input type="checkbox"/>
Additional fees that may be applicable as the planning proposal progresses	Environmental Study Finalisation Fee	Please see Council's adopted Fees & Charges	<input type="checkbox"/>
	DCP Amendment	Please see Council's adopted Fees & Charges	<input type="checkbox"/>
	Planning Proposal Mapping Fee	Please see Council's adopted Fees & Charges	<input type="checkbox"/>
	LEP Amendment Mapping Fee	Please see Council's adopted Fees & Charges	<input type="checkbox"/>
	Voluntary Planning Agreement Fee	Please see Council's adopted Fees & Charges	<input type="checkbox"/>

Part 7 | Applicant's Declaration

- I am submitting a Planning Proposal and declare that all the information in this application form is, to the best of my knowledge, true and correct.
- I have reviewed and provided all necessary studies and supporting information in accordance with the Department of Planning and Environment Guidelines and Council's Planning Proposal Policy.
- I understand that if the information is incomplete the application may be returned, rejected or more information may be requested.

Applicant's Name _____

(or authorised person submitting application on behalf of applicant)

Signature/s _____ **Date** _____

Note: The date of submission for a planning proposal will be the date on which Council has received the following information.

	Applicant (Please Tick)		Council to Confirm (Yes/No/Not Applicable)
	Yes	N/A	
1) Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>	
2) Application Fee - to be invoiced by Council			To be invoiced by Council
3) Owners Consent - (all owners – see attachment 1)	<input type="checkbox"/>	<input type="checkbox"/>	
4) A Planning Proposal Report which includes and addresses the mandatory components specified in a <i>Guide to Preparing Planning Proposals</i> and a <i>Guide to Preparing Local Environmental Plans</i>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Relevant Environmental Impact Studies which may include the following (depending on complexity of proposal and nature of issues):			
a) Transport & Accessibility Study (including parking, pedestrian, & traffic)	<input type="checkbox"/>	<input type="checkbox"/>	
b) Flora & Fauna	<input type="checkbox"/>	<input type="checkbox"/>	
c) Preliminary Contamination Assessment (in accordance with SEPP 55)	<input type="checkbox"/>	<input type="checkbox"/>	
d) Bushfire Hazard Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
e) Stormwater Management	<input type="checkbox"/>	<input type="checkbox"/>	
f) Waste Water & Servicing Strategy	<input type="checkbox"/>	<input type="checkbox"/>	
g) Aboriginal Archaeological & Heritage Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
h) European Heritage Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
i) Agricultural Land Capability/Land Use Conflict	<input type="checkbox"/>	<input type="checkbox"/>	
j) Provision of Local Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	
k) Any Other Study Required by a Ministerial Direction	<input type="checkbox"/>	<input type="checkbox"/>	
l) Any other study deemed appropriate or required by Council Staff at a pre-lodgement meeting. Please specify: _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	

Please provide three (3) hard copies and one (1) digital copy (pdf format) of each document

It is requested that every registered owner of the land complete this form.

(Please replicate this attachment in the case of multiple land owner's)

Multiple Owners

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

Individuals

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

Strata Title and Community Title

If any land that forms part of the planning proposal is a lot within a strata plan or community title scheme, 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 acknowledgment and consent of this application. The letter is to be signed by an authorised director in accordance with the Company's Memorandum and Articles of Association.

Owner/s: Family Name _____
(or Company)

Given Name/s (or ABN) _____

Street Address of included land: _____

Suburb: _____ Post Code: _____

Phone: _____

Email Address: _____

Disclosure Statement (for Transparency)

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s will be noted.

I am an Employee/Councillor or relative of an Employee/Councillor of Wollondilly Shire Council. Yes No

If 'Yes', please specify: _____

Declaration and Consent:

I/we own the subject land and consent to this application, accept that all communication regarding this application will be through the nominated applicant, and consent for authorised Council Officers to enter the land to carry out inspection relating to this application.

Owner Signature: *(All owners are to sign)* _____

Date: _____