

## PLANNING PROPOSAL APPLICATION AND CHECKLIST

Made under the Environmental Planning and Assessment Act 1979

**1. DESCRIPTION OF PROPOSAL** (Please describe what your Planning Proposal Application is intended to allow e.g. a zone change to allow construction of townhouses, retail, office development etc).

\_\_\_\_\_

\_\_\_\_\_

### 2. PROPERTY DETAILS

Address: \_\_\_\_\_

Lot/s No: \_\_\_\_\_ Section: \_\_\_\_\_ DP/SP No: \_\_\_\_\_

### 3. ZONING

What is the current zoning of your property? \_\_\_\_\_

Q 1. Does the proposal require a change to the zoning of your property? YES  NO

If yes, what is the proposed zone? \_\_\_\_\_

Q 2. Does the proposal require a development control change (e.g. to the floor space ratio or height limits) that apply to your property? YES  NO

If yes, what is the changes zone? \_\_\_\_\_

Q 3. Does the proposal change the aims, definitions or clauses which apply to the City in general (or in part) OR to permit an additional permissible land use? YES  NO

If yes, please describe? \_\_\_\_\_

Q 4. Does the proposal involve detailed consideration of environmental, economic, social, traffic or transport issues. YES  NO

Q 5. What is the area of the property? \_\_\_\_\_

**4. APPLICANT** It is important that we are able to contact you if we need more information. Please give us as much detail as possible.

Mr  Mrs  Ms  Other: \_\_\_\_\_

Family name (or company): \_\_\_\_\_ Given name/s (or ABN): \_\_\_\_\_

Postal address (we will post all letters to this address): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact person (available during business hours): \_\_\_\_\_

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 at [www.willoughby.nsw.gov.au/Donations-and-Expenditures.html](http://www.willoughby.nsw.gov.au/Donations-and-Expenditures.html).) 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 \$5000? 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. I agree to payment of Council's Planning Proposal Fees as set out in Council's Fees and Charges Schedule.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. 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 on behalf 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. The letter is to be signed by an authorised director in accordance with the Company's Memorandum and Articles of Association.

Owner/s: \_\_\_\_\_

Address: \_\_\_\_\_

Ph/Mob: \_\_\_\_\_ Email: \_\_\_\_\_

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: \_\_\_\_\_ Date: \_\_\_\_\_

*Without the owner's consent we will not accept the application. This is a very strict requirement for all applications. If unsure of the ownership, please call us to find out who owns the land, according to our records.*

## 6. PLANNING PROPOSAL ('PP') CHECKLIST

The following information must be submitted with all applications: **NOTE: Please ensure that all documentation listed is submitted at lodgement otherwise this may delay acceptance and processing of the application.**

a) Have you had a pre application meeting with Council's Strategic Planning Staff? YES  NO

b) With whom and what was the date of the meeting? \_\_\_\_\_

INFORMATION TO BE SUBMITTED		Applicant to ✓	Office Use
1.	A completed application form with owners consent	<input type="checkbox"/>	<input type="checkbox"/>
2.	Payment required with lodgement of these documents	<input type="checkbox"/>	<input type="checkbox"/>
<b>Submit the following information on the Portal and provide 2 PAPER COPIES to Council upon acceptance of your PP:</b>			
3.	Description of the subject land and the locality	<input type="checkbox"/>	<input type="checkbox"/>
4.	Statement and justification of objectives & intended outcomes including the process of how these are to be implemented	<input type="checkbox"/>	<input type="checkbox"/>
5.	A Plan of the site drawn to scale indicating physical features such as trees, topography, existing buildings etc	<input type="checkbox"/>	<input type="checkbox"/>
6.	Site analysis of property and surrounding environment identifying any relevant significant issues	<input type="checkbox"/>	<input type="checkbox"/>
7.	Details of the current use of the property and surrounding properties and the potential impact of the proposal on the surrounding area (including issues such as traffic and parking, noise, privacy etc)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Relevant plans (e.g. proposed height or FSR changes, environmental constraints, heritage or flood prone areas)	<input type="checkbox"/>	<input type="checkbox"/>
9.	Photographs of the site and surrounding neighbourhood	<input type="checkbox"/>	<input type="checkbox"/>
10.	Explanation of any intended activities for the site if it was to be rezoned (concept plans for future development should also be included)	<input type="checkbox"/>	<input type="checkbox"/>
11.	Details of the substantial public benefit that would result from the proposed rezoning (examples of this might include provision of public open space, an indoor recreation complex or tennis courts in an area where there are no such facilities, or affordable housing etc).	<input type="checkbox"/>	<input type="checkbox"/>
12.	Relevant information required to assess the environmental impacts of the proposal on the site and surrounding environment (e.g. traffic studies, commercial / retail viability analysis, ecological assessments for threatened species, noise analysis, tree assessment)	<input type="checkbox"/>	<input type="checkbox"/>
13.	Consideration of the relevant local planning strategies including the Willoughby City Strategy, development controls and state environmental planning policies and Ministerial S9.1 Directions	<input type="checkbox"/>	<input type="checkbox"/>
14.	Information required in accordance with Section 3.33 of the Environmental Planning and Assessment Act 1979 and Guide to Preparing Planning Proposals prepared by the NSW Department of Planning and Infrastructure <a href="http://www.planning.nsw.gov.au">www.planning.nsw.gov.au</a>	<input type="checkbox"/>	<input type="checkbox"/>