

Request to Prepare a Planning Proposal

Under the *Environmental Planning and Assessment Act 1979* Section 3.33

About this form

This form is a request for the City of Sydney, as a planning authority to prepare a Planning Proposal to amend the City of Sydney Local Government Area planning controls. A Planning Proposal must be prepared in accordance with the Department of Planning and Environment's 'A Guide to Preparing a Planning Proposal', 'A Guide to Preparing Local Environmental Plans', and Section 3.33 of the *Environmental Planning and Assessment Act 1979*.

How to complete this form

- 1: Ensure that all fields in the form have been filled out correctly.
- 2: Once completed, please arrange an appointment with the relevant planning officer to submit this form in person at Level 2, 456 Kent Street, Sydney. Please refer to the lodgement details section at the back of this form for more information.



Part 1: Site Details

Address Number

Street Name

Suburb

Lot Number

DP/SP

Part 2: Applicant Details

Title

Given Name/s

Family Name

Organisation/Company Name (if applicable)

Address

Note: Before this application can be lodged at least one of the modes of contact below must be supplied as it is important that we are able to contact you if we need more information. Council will deal only with the nominated applicant.

Email Address

Contact Number

Alternative Contact Number

Applicant Name (please print)

Applicant Signature

Date

Office Use Only - please print full names in applicable fields, not initials

Application number

Major / Minor Fee

Receipt Number

Date

Application Key Indicator

File Create - Date / Time

Checked by CSO (print name)

Checked by Strategic Planner (print name)

Date

Part 3: Type of Amendment

Type of Amendment: tick appropriate box

- ☐ LEP Amendment
- ☐ LEP Amendment with VPA offer
- ☐ LEP and DCP Amendment
- ☐ LEP and DCP Amendment with VPA offer

Part 4: Proposed Local Environmental Plan Amendment Description

Local Environmental Plan to be amended

Type of Proposal: tick appropriate box

- | | | |
|--|--|---|
| <input type="checkbox"/> Land Use Zone | <input type="checkbox"/> Height of Building | <input type="checkbox"/> Heritage Listing Amendment |
| <input type="checkbox"/> Floor Space Ratio | <input type="checkbox"/> Additional Permitted Uses | <input type="checkbox"/> Other |

Current Local Environmental Planning Controls

Land Use Zone

Floor Space Ratio

Height of Building

Heritage Listing

Other as Appropriate

Site Details

Existing site use

Site area (square metres)

Proposed Amendments

Identify and describe the proposed amendments

Development Control Plan Amendment

Is the Planning Proposal going to be accompanied by a DCP amendment?

☐ Yes ☐ No

If yes, briefly describe the proposed amendments

Public Benefit Offer / Voluntary Planning Agreement

Is there a Public Benefit Offer?

☐ Yes ☐ No

If yes, briefly describe the proposed public benefits to be included in a planning agreement.

Note: Planning agreement information is available on the City's website :
<http://www.cityofsydney.nsw.gov.au/development/planning-controls/planning-agreements>

Part 5: Application Fees

Fees are in accordance with the City's Fees and Charges and a letter from the City confirming the assessment fee.

Minor application assessment fee or

Major application assessment fee

Disclosure of Political Donations and Gifts

Under Section 10.4 of the **Environmental Planning and Assessment Act 1979**, any reportable political donation to a Councillor and / or any gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two (2) years?

Yes ☐ No ☐

If yes, complete the Political Donation and Gifts Disclosure Statement and lodge it with this application (see Note **at the back of this application form**).

If no, in signing this application I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination.

Note: Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest, you must make a declaration as to whether you, the landowner and/or anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor. You **MUST** tick at least one of the boxes below:

- ☐ Neither I, the landowner or any other person with a financial interest in the application is an employee/Councillor or relative of an employee/Councillor of City of Sydney Council.
- ☐ I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council. I have stated the relationship below.
- ☐ The landowner is an employee/Councillor or relative of an employee/Councillor of City of Sydney Council. I have stated the relationship below.
- ☐ Another person with a financial interest in the application is an employee/Councillor or relative of an employee/Councillor of City of Sydney Council. I have stated the relationship below.

Name and relationship:

Important Notice

- I understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this development application and the data is not corrupted or does not contain any viruses. Each document is a PDF no bigger than 20MB and is named in accordance with Council's [Digital Requirements](#) document. I understand that all information provided on the USB may be publicly available.
- I certify that any shadow diagrams provided with this application are prepared in accordance with the survey (prepared by a registered surveyor), drawn to true North, indicate the shadows cast by the proposal between 9am and 3pm (hourly intervals) 21st June, indicate the shadow cast by existing buildings & structures on site and in the surrounding area & if applicable elevations of adjoining premises showing existing & proposed shadows.
- I understand that the City of Sydney Council may use the information and materials provided for exhibition of the Planning Proposal, and materials provided may be made available to the public for inspection and copying at the Council's Customer Service Service areas and on the Council's website.

Applicant name (please print)

Applicant signature

Date

Part 7: Document Checklist

- ☐ Completed and signed application form
- ☐ Completed Political Donations and Gifts Disclosure Statement
- ☐ Documentation in accordance with the City of Sydney's Information Checklist for lodging Planning Proposal request
- ☐ Drawings to scale
- ☐ USB with a copy of all documents including a WORD and PDF of the Planning Proposal (see Note 1)
- ☐ Application fee

Notes for completing a Draft Planning Proposal Application

Note 1: Electronic Versions

Council requires the application form, plans and associated documentation required for a Planning Proposal to be lodged in an electronic format on USB, meeting the requirements set in Council's [Digital Requirements](#).

Lodgement Details

A Planning Proposal can only be lodged in person at the CBD One Stop Shop.

It is recommended an appointment is made with the relevant Council Planner. The Planner will confirm the time and date of lodgement via email.

This form can be submitted to Council as follows:

IN PERSON: **CBD:** Level 2, 456 Kent Street, Sydney Monday - Friday 10am-4pm (must be via appointment)

For further information regarding your application please contact us on: (02) 9265 9333

WEBSITE: www.cityofsydney.nsw.gov.au

Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of recording and publishing reportable political donations and their possible bearing on specific applications or submissions before council and Council exercising its functions under Environmental Planning and Assessment Act.

Intended recipients: City of Sydney employees and NSW Department of Planning, Industry and Environment. Any approved contractors required to provide this service.

Supply: The supply of this information is partly required by law and partly voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

Access/Correction: Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.

Storage: The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

Other uses: The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).