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.

<table>
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<tr>
<th>Part 1: Site Details</th>
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<tbody>
<tr>
<td>Address Number</td>
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<tr>
<td>Suburb</td>
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<tr>
<td>Lot Number</td>
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<td>DP/SP</td>
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<th>Part 2: Applicant Details</th>
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<tbody>
<tr>
<td>Title</td>
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<tr>
<td>Given Name/s</td>
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<tr>
<td>Family Name</td>
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<tr>
<td>Organisation/Company Name (if applicable)</td>
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<td>Address</td>
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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.

<table>
<thead>
<tr>
<th>Email Address</th>
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<tbody>
<tr>
<td>Contact Number</td>
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<tr>
<td>Alternative Contact Number</td>
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<tr>
<td>Applicant Name (please print)</td>
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<tr>
<td>Applicant Signature</td>
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<tr>
<td>Date</td>
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Office Use Only - please print full names in applicable fields, not initials

<table>
<thead>
<tr>
<th>Application number</th>
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<tr>
<td>Major / Minor Fee</td>
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<td>Receipt Number</td>
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<td>Date</td>
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<td>Application Key Indicator</td>
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<tr>
<td>File Create - Date / Time</td>
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<tr>
<td>Checked by CSO (print name)</td>
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<tr>
<td>Checked by Strategic Planner (print name)</td>
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<tr>
<td>Date</td>
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TRIM 2016/646450     V02/20
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

- Land Use Zone
- Height of Building
- Heritage Listing Amendment
- Floor Space Ratio
- Additional Permitted Uses
- 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)
Part 4: Proposed Local Environmental Plan Amendment Description continued

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:

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

Major application assessment fee

or
Part 6: Applicant Declaration continued....

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 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 9am-5pm (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 & Intended recipients:
The information in this form will be used and disclosed for the purposes of communicating with you, Council exercising its functions under Environmental Planning and Assessment Act and as required by law.

Supply:
The application will be placed on public exhibition and published on the Council's website. If you do not provide the information (or any part of it) your application may not be accepted.

Access / Correction & Storage:
The Council of the City of Sydney will collect and store the information. You can access and correct the information by contacting the Customer Service Team at 456 Kent Street, Sydney NSW 2000.