



Warringah Council

# Planning Proposal Application Form

Made under the Environmental Planning and Assessment Act 1979

## Address the application to:

- The General Manager  
Warringah Council  
Civic Centre, 725 Pittwater Rd  
Dee Why NSW 2099
- Or**
- Customer Service Centre  
Warringah Council  
DX 9118  
Dee Why

## If you need help lodging your application:

- Phone our Customer Service Centre on (02) 9942 2111 or come in and talk to us

## Office Use Only

Locality / Zone:

P	E	X	2	0						
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Jan 2012

**For applicable fees and charges, please refer to Council's website: [warringah.nsw.gov.au](http://warringah.nsw.gov.au) or contact our Customer Service Centre.**

## Privacy and Personal Information Protection Notice

The personal information requested in this form is required under the Environmental Planning and Assessment Act 1979. It will only be used by Warringah Council in connection with the requirements of that Act and any other relevantly applicable legislation relating to the subject-matter of this application. The information is being collected for the following purposes, to enable us to (1) process and determine your application; (2) contact you in relation to your application should that be necessary; and (3) keep the public informed by making the application publicly accessible. If you do not provide the information, Council will not be able to process your application and it will be rejected.

Your application will be available to Councillors and Council Officers. Members of the public have certain rights of access to information and documents held by Council under the Government Information (Public Access) Act 2009 (GIPA), and under the Privacy and Personal Information Protection Act 1998 (NSW) to the extent permitted by those Acts.

Warringah Council is the agency that holds the information, which will be stored on Council's records management system or in archives and may be displayed on E-Services Online. You have a right to access information within the meaning of the Privacy and Personal Information Protection Act 1998 (NSW) on application to Council, and to have that information updated or corrected as necessary. Please contact Warringah Council if the information you have provided is incorrect, has changed or if access is otherwise sought to the information. In addition, a person may request that any material that is available (or is to be made available) for public inspection by or under the Local Government Act 1993 (NSW) be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk. Any such request must be made to Council's General Manager: see s.739 of the Local Government Act 1993 (NSW).

## Part 1 Summary Applicant(s) Details

Applicant(s) name

Owner(s) name

Is the owner/applicant for this planning proposal a current employee or elected representative of Warringah Council?

Warringah Council employee Yes  No  Elected representative Yes  No

## Part 2 Application Details

2.1 Pre-lodgement meeting number

P	L	M	2	0											
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2.2 Location of the property

Unit no.  House no.  Street

We need this to correctly identify the land. These details are shown on your rates notice/s, property title/s etc.

Suburb

Legal property description  Lot:  Sect:  DP/SP:   
This information must be supplied.

2.3 Brief planning proposal outline

Details


2.4 Estimated value of planning proposal

**Estimated value of development subsequent to planning proposal: \$**

This section must be completed and the relevant requirements supplied at lodgement.

The value of a development is to be based on the definition of Capital Investment Value (CIV) under the Environmental Planning and Assessment Regulation 2000.

2.5 Estimated Fee

This section must be completed and the relevant requirements supplied at lodgement.

For a current list of Fees and Schedules, please visit:

warringah.nsw.gov.au choose 'Council' then 'Fees and Charges'

**Estimated fee payable: \$**

To determine the fee payable on this application, refer to Council's current schedule of [fees and charges](#).

2.6 SEPP's

Has the planning proposal addressed all relevant [SEPP's](#)?

Yes  No

2.7 s.117 Directions

Has the proposal submission addressed all [Section 117 Directions](#)?

Yes  No

2.8 Collection of Gateway Determination

Do you seek to collect the Gateway Determination from Council? Yes  No

**Note:** You are advised that if you do not collect the Gateway Determination from Council, it will be sent via standard post. If the determination is lost/misplaced Council will charge a fee for copying the determination in accordance with Council's adopted fees and charges schedule (this process can take up to 10 working days).

## Part 3 Planning Proposal Details

3.1 Planning Proposal preparation Has the planning proposal been prepared in accordance with Section 55 of the EPA Act and Department of Planning Guidelines?

Yes  No

3.2 Checklist The details sought in the accompanying checklist must be provided. On-site inspections are carried out prior to the assessment of any application. As a result of this inspection further information may be required. A Council officer will contact you soon after the initial inspection if this is the case.

**A COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE ALL REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD MAY RESULT IN YOUR APPLICATION BEING REJECTED FOLLOWING AN INITIAL REVIEW BY PLANNING STAFF.**

### Required

### Supplied

Contact Council if you are unsure what details will be required for your planning proposal Application

Yes No

#### PREPARING YOUR APPLICATION

Four (4) copies of documentation including the application form are required. Only one (1) copy of the checklist is required. Additional copies of documentation may be requested.

Or

Major land release and urban renewal. Seven (7) copies of documentation including the application form are required. Only one (1) copy of the checklist is required. Additional copies of documentation may be requested.

#### APPOINTMENT TO LODGE YOUR APPLICATION

Please phone a customer service officer on 9942 2111 to make an appointment to lodge your application.

Please fold all maps and plans to A4 size and make up complete sets. Each set is to contain one (1) copy of every document.

#### FOR ALL PLANS/MAPS (INCLUDING AMENDED SUBMISSIONS)

- Plans must be drawn to scale (preferably 1:100 or 1:200) sufficient to clearly indicate the current versus amended characteristics.
- Illegible drawings will not be accepted.

The following information should be included on all plans and documents:

- Applicant(s) name(s)
- Property address (block/house/shop/flat number)
- Lot/Section/Deposited Plan/Strata Plan number
- Measurements in metric
- The position of true north
- Draftsman/architect name, date, plan name and number, plan version and revision

#### CD/DISC

- An electronic copy of all documents is also to be provided in PDF format on CD/disc. One file for each document or map/plan, file name to include: document name, plan/map type, description and number (including version) and date.

Required	Supplied	
<input type="checkbox"/> <b>DOCUMENTS REQUIRED</b> The following information should be included: <ul style="list-style-type: none"> <li>• The Application For Planning Proposal To Modify (Make) A Local Environmental Plan form, addressing:-               <ul style="list-style-type: none"> <li>o Part 1: Objectives statement.</li> <li>o Part 2: Explanation statement</li> <li>o Part 3: Section A – Need for the planning proposal Section B – Relationship to strategic planning framework Section C – Environ., social, economic impacts Section D – Only for major land release &amp; urban renewal.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
The following maps/plans should be included: <ul style="list-style-type: none"> <li>• Site location</li> <li>• Existing controls where relevant to the planning proposal (e.g. zoning; building height; FSR; additional permitted uses; heritage curtilage; lot size; classification, categorisation)</li> <li>• Proposed controls (as above examples).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting studies (not compulsory at this stage). Name(s) of studies:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>A4 PLANS &amp; MAPS FOR NOTIFICATION PURPOSES</b>	<input type="checkbox"/>	<input type="checkbox"/>
Notification plans are to be submitted with all applications. <ul style="list-style-type: none"> <li>• Provide seven (7) copies of A4 reductions of plans and maps (preferably 1 per page) to be double-sided.</li> <li>• Plans/maps are to be legible, including dimensions and wording.</li> <li>• These plans need not include interior detail that may affect your rights to privacy. However, if such plans are provided, then the signature on the Planning Proposal acknowledges and accepts that all relevant A4 plans and maps submitted will be used for public notification purposes.</li> </ul>		
Checked by: _____ Date: _____		
Comments: _____		
3.3 Disclosure of Gifts and Donations	Have you completed Council's and the NSW Department of Planning and Infrastructure's Disclosure of Gifts and Donations forms? Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Please note</b> <b>Disclosure forms can be found on Council's and Department of Planning and Infrastructures websites:</b> <b>warringah.nsw.gov.au and planning.nsw.gov.au</b>	

**Part 3 Full Applicant(s) Details**

3.4 Applicant(s)

Mr  Mrs  Ms  Other

It is important that we are able to contact you if we need more information.

Please give us as much detail as possible.

Council will deal only with the nominated applicant in the event of any query or communication regarding this application.

**Please note:  
The applicant will own the consent.**

**Information provided will be public information.**

Full family name (no initials)

Full given names (no initials)

**Or**

Company name

ACN

Postal address   
We will post all correspondence to this address.  Postcode

Private number  Business number

Mobile number  Facsimile

Contact Person   
Person who may be contacted to discuss the application during business hours

Email

**Part 3 Full Applicant(s) Details**

3.5 Access to the land

**Is access readily available?**

(ie. locked gates, vacant locked premises)

Yes

No

If no, please provide your contact details.

Name

Phone number

for contact during business hours

Is there a dog on the premises?

Yes

No

3.6 Declaration

I/We wish to submit a planning proposal. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.

I/We also understand pursuant to the Environmental Planning and Assessment legislation that if the information is incomplete the application may be delayed, rejected, or refused without notice. I/We acknowledge that if the information provided is misleading any approval granted 'may be void'.

I/We agree to the use of the plans provided in support of this application for advertising and notification purposes.

Signature(s)

Date

3.7 Certification of CD / disc

I/We declare that the information submitted on CD / disc is identical to the details submitted on hard copy plans and documents. I/We accept Council cannot be held responsible for any discrepancies of information provided on the electronic and hard copy plans and documents.

Signature(s)

Date

**This page is not made electronically available on PP's Online**

**Part 3 Full Applicant Details**

**Credit Card Details - Council Payment Fax No: (02) 9942 2606**

Please charge my American Express  Master Card  Visa

Card number           Expiry date  /

Card holder's name  Amount \$

Signature  Phone (  )  daytime

**Please note that all credit card payments are subject to a 1% service fee.**