

FORM PLANNING PROPOSAL APPLICATION AND CHECKLIST



Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The information that Council is collecting from you via this application may be personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council. Any person may apply to inspect the application in accordance with the Government Information (Public Access) Act 2009. The supply of the information by you is voluntary and if you cannot, or do not wish to provide the information sought, 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 legislation. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

A Planning Proposal must be prepared in accordance with the Department of Planning document “Local Environmental Plan Making Guideline (LEPMG)” and Section 3.33 of the Environmental Planning and Assessment Act 1979. The Planning Proposal, accompanying studies and documents, and this Application Form are to be submitted through the Department’s NSW Planning Portal with the relevant Planning Proposal Fee.

1 PROPERTY DETAILS				
Address	No	Street		
	Suburb			Postcode
Property Description	Lot	Sect		DP/SP
Site Area			m ²	ha

Note: Signatures of all applicants and registered owners are required on the last page/s of this application form. Without these signatures Council will not accept this application.

2 PLANNING PROPOSAL DESCRIPTION			
Proposed Amendment to LEP – what are you applying to amend? (Please tick all that apply)			
Zone	Floor Space Ratio	Minimum Lot Size	Height of Building
Heritage	Additional Permitted Use		
Other (please provide a brief description)			
<p>Planning Proposal Objectives and Intended Outcomes (please describe what the Planning Proposal application is intended to allow eg a zone change to allow construction of townhouses, office development, retail etc)</p>			

3 ACCOMPANYING DOCUMENTATION

Please list documents and studies to be submitted in support of the Planning Proposal.

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-
-
-
-

If the proposed amendment includes mapping, a version of the maps containing sufficient detail to indicate the substantive effect of the proposed instrument is required (eg Current versus proposed zoning).

The submission of all documentation in electronic format (PDF): all documentation should be kept under 50MB. Wherever possible, a suite of documents should be combined into one file (while keeping under the 50MB guide).

4 APPLICABLE FEE

Land Use Planning Fees & Charges are listed on Council’s website. Please confirm with Council whether the application is classified as a “Minor” or “Major” amendment prior to submitting Planning Proposal Request.

5 APPLICANT DETAILS AND DECLARATION

Mr Mrs Ms Miss Dr Other

Family Name (or Company)

Given Name/s (or ABN)

Postal Address

Suburb	Postcode
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Email

Contact Person (available during business hours)

Contact Person Phone Number

Disclosure Statement of Political Donations and Gifts
 Have you made a reportable political donation or gift within the two years preceding this application? (if a reportable political donation has been made, please complete the disclosure form at www.wollongong.nsw.gov.au).

Is a Disclosure Statement provided? Yes No

Disclosure Statement re 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 referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of Wollongong City Council. Yes No
 If yes, please state relationship:

Declaration and Consent

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. I declare that the information in this application and checklist is, to the best of my knowledge, true and correct.

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 that Council cannot be held liable for delays in processing arising out of inadequacies in the material submitted in support of this application.

Applicant Signature

Date

6 OWNER'S DETAILS AND CONSENT *(required for application to be accepted)*

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 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: Family name (or Company)

Given Name/s (or ABN)

Postal Address

Suburb

Postcode

Phone

Email

Disclosure Statement re Transparency

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I am an employee/Councillor or relative of an employee/Councillor of Wollongong City Council. Yes No
 If yes, please state relationship:

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 inspections relating to this application.

Owner/s Signature (ALL OWNERS ARE TO SIGN)

Date

7 PLANNING PROPOSAL 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 prepared a **Scoping Proposal** and had a **pre application meeting** with Council's Strategic Planning Staff?

Yes No

b If Yes, please provide date of meeting, name of Council officer and Pre-lodgement meeting number (PLM)

Date Council Officer

PLM Number

INFORMATION TO BE SUBMITTED

		Applicant to tick ✓	Office Use Only
1	Completed application form with consent of owner/s		
2	Payment of Application Fee		
Site Information			
3	Description of the subject land and the locality		
4	Current zoning/height limits etc		
5	A Plan of the site drawn to scale identifying physical features such as trees, watercourses, topography, existing buildings etc		
6	Site analysis of property and surrounding environment identifying any relevant significant issues, such as any development constraints (eg bush fire, flooding, geotechnical, threatened species, contamination, Aboriginal/European heritage, impacts to traffic/site access etc)		
7	Details of current existing uses and development on the land, and surrounding properties, and the potential impact of the proposal on the surrounding area		
8	Photographs of the site and surrounding neighbourhood		
Planning Proposal			
The Planning Proposal must be prepared in accordance with the Department of Planning "Local Environmental Plan Making Guideline".			
9	Objectives and intended outcomes of the Planning Proposal – description of what the application is intended to allow		
10	Justification for those objectives, outcomes and provisions, including any anticipated public or environmental benefit that would result from the proposed amendment		
11	Explanation of the intended land uses/activities for the site requiring a rezoning or change to planning controls		
12	An explanation of the provisions to be included in the LEP amendment – proposed zoning, change in permissible use etc		
13	Draft amended mapping – current and proposed indicative maps showing where the planning proposal seeks to amend the Wollongong LEP 2009 in relation to Land Zoning, Height of Buildings, FSR, Minimum Lot Size etc		
14	Relevant information provided to assess the environmental impacts of the proposal on the site and surrounding environment (eg traffic studies, commercial/economic viability analysis, ecological assessment, built form analysis, noise analysis, infrastructure servicing etc)		

15	Demonstrated consistency with the strategic planning framework: <ul style="list-style-type: none"> • Illawarra-Shoalhaven Regional Plan • Council's Community Strategic Plan • Council's Local Strategic Planning Statement (LSPS) • Wollongong City Council endorsed Strategies and Policies • Applicable State Environmental Planning Policies (SEPPs) • Applicable Ministerial Directions (s9.1 directions) 		
16	Planning Proposal prepared in accordance with Section 3.33 of the EP&A Act 1979 and NSW Department of Planning "Local Environmental Plan Making Guideline"		
17	Any Planning Proposal seeking to rezone to residential or uplift the density of residential land is to include a residual land value of the site under both the existing and proposed planning controls – this is to assess the "uplift" to enable an Affordable Housing contribution to be determined.		
18	Details provided of any consultation undertaken to inform the preparation of the Planning Proposal request (eg discussions with relevant State Government agencies)		
Supporting Documents – Required on a merit basis In addition to the above mandatory information, a Planning Proposal should be accompanied by relevant supporting studies and/or investigations, justifying the proposal. Copies of all supporting studies justifying the proposal must be submitted at the time of lodgement.			
18	Traffic and Transport An assessment considering the likely impact of the planning proposal on local traffic and transport issues, public transport infrastructure and/or cycle and pedestrian movement, and access to the site		
19	Environmental Considerations/Potential Impacts May include specialist reports addressing flora and fauna, bush fire hazard, soil stability, erosion, landslip and subsidence, water quality, stormwater management, flooding, land contamination, noise impact, visual impact, climate change, sea level rise and acid sulphate soils. Planning Proposals in the vicinity of the Illawarra Escarpment should demonstrate an improved environmental outcome (eg through Biodiversity Stewardship Agreements)		
20	Urban Design Site analysis, building mass and/or block diagram study (changes in building height and FSR), development yield analysis (lots or jobs created), draft DCP controls or other design guidelines		
21	Economic Economic impact and viability assessments, retail centres hierarchy and/or employment land analysis		
22	Social and Cultural Aboriginal and Industrial Heritage impact, Aboriginal and European archaeology, open space management, social and cultural impacts and stakeholder engagement plans		
23	Infrastructure Infrastructure servicing arrangements		
24	Any other matters relevant to the specific planning proposal		
Development Concept			
25	Any indicative development concept, illustrating the nature and scale of development envisaged for the site – built form, open space, vehicular and pedestrian access etc, and relationship with surrounding area. This information could include a draft DCP containing guidelines to assist in providing a framework to assess future development on the site.		