



# Planning Proposal Application Form

Date lodged: \_\_\_\_\_ Fee paid: \$ \_\_\_\_\_

## Use this form to lodge a Planning Proposal to make an amendment to an

Have you attended a Pre-Planning Proposal Meeting?

No \_\_\_\_\_ Yes \_\_\_\_\_ Date attended \_\_\_\_\_

Two sets of all documents and one USB containing all documents (including a WORD and PDF version of your Planning Proposal) is to be submitted with your application.

**Note:** Additional copies may need to be provided for exhibition and referral to government authorities

### Lodgement

#### In person

Monday to Friday  
8:30am to 4:30pm  
Council Chambers  
818 Pacific Highway  
Gordon NSW 2072

#### Mail

Manager Urban Planning and Heritage  
Strategy and Environment  
(Planning Proposal)  
Kuring-gai Council  
Locked Bag 1006  
Gordon NSW 2072

Phone: (02) 9424 0000

#### Note :

The 90 day assessment period commences when Council acknowledges in writing that the application is complete and payment is processed.

**PLEASE USE BLACK INK TO COMPLETE THIS FORM  
ALTERNATIVELY TYPE IN THE DETAILS**

## 1. Property Owner's Details

<b>Name/s of all property owner/s</b>			
<b>Address/s</b>		<b>Postcode/s</b>	
<b>Contact number/s</b>			
<i>Note: A written, signed consent for this application is required from all property owner/s of land included in the proposal.</i>			

## 2. Applicant Details

<b>Company/Organisation</b>		<b>ABN</b>	
<b>Title</b>		<b>Contact Number</b>	
<b>Full Name</b>			
<b>Postal Address</b>		<b>Postcode</b>	
<b>Email</b>			

## 3. Details of property on which you wish to modify zoning or uses

<b>Street Number and Name</b>		<b>Total Site Area</b>	
<b>Suburb</b>		<b>Postcode</b>	
<b>Lot No.</b>		<b>Deposited Plan No.</b>	
		<b>Section No.</b>	

**Note:** You can find the lot, section, DP number on a map of the land or on the title documents for the land, if title was provided after 30 October 1983. If you have documents older than this, you will need to contact the Department of Lands for updated details.

## 4. Relevant Planning Instrument

<b>What instrument applies to your property?</b>	✓
<b>Kuring-gai Local Environment Plan 2015</b>	
<b>Kuring-gai Local Environment Plan (Town Centres) 2012</b>	

## 5. What your Planning Proposal is seeking to do

<b>What is the current zoning of your property?</b>	<b>Are you proposing a change to zoning? If yes, what is the proposed zoning?</b>
<b>If the purpose of your application is to change the aims, definitions or clauses in the relevant planning instrument in general (or in part) OR to add an additional permissible land use, please describe:</b>	
<b>Your proposal: Please describe what your application is intended to allow (e.g. construction of townhouses, commercial development, etc.)</b>	
<b>Note:</b> To ensure your Planning Proposal is in line with Department of Planning and Infrastructure's requirements, you must include the <b>Checklist Sheet</b> from their 'A Guide to Preparing Planning Proposals'	

## 6. Fees

Planning Proposal Applications	Fee	✓
<b>Major Amendments:</b> Planning Proposal Application seeking amendment/s to an LEP involving sites over 5000sqm in area, or sites with complex planning issues.	\$55,000.00 plus advertising costs	
<b>Non Minor Amendments:</b> Planning Proposal Application seeking amendment/s to an LEP involving sites less than 5000sqm in area or multiple lots, or mapping changes.	\$28,000.00 plus advertising costs	
<b>Minor Amendments:</b> Planning Proposal Application seeking amendment to an LEP involving amendment/s including adding or removing a heritage item, or changing the wording of a clause, or adding or removing a use to a zoning table that does not require complex assessment or mapping changes.	\$10,000.00 plus advertising costs	
<b>Reclassification of Public Land</b>	\$20,000.00 plus costs of advertising and Public Hearing	
All Planning Proposal Applications are subject to <b>advertising costs</b> payable upon Gateway Determination approval.	\$3,670.00	
Where an Application results in <b>additional assessment</b> or review of the Planning Proposal, an hourly rate will be charged for extra work undertaken.	\$165.00 per hour	
<b>Note:</b> The above charges are for 2015/16. For the latest charges view Council's website <a href="http://www.kmc.nsw.gov.au">www.kmc.nsw.gov.au</a> .		

## 7. Political Donation and Gifts Disclosure statement

Political Donations and Gifts Disclosure Statement
Persons lodging a Planning Proposal are required to declare reportable political donations and gifts including donations of, or more than, \$1,000.00. For more details about political donations disclosure requirements go to <a href="http://www.planning.nsw.gov.au/donations">www.planning.nsw.gov.au/donations</a> .
All applicants are required to fill in the <i>Political Donations and Gifts Disclosure Statement</i> form available on Council's website at <a href="http://www.kmc.nsw.gov.au">www.kmc.nsw.gov.au</a> . Where there is nothing to declare, use the word 'nil' in the relevant sections.

## 8. Documentation

I/We have included 2 identical sets all documentation and one USB containing a copy of all documents including a WORD and PDF version of the Planning Proposal. I/We accept Council cannot be held responsible for any discrepancies of information provided on the electronic and hard copy plans and documents. I/We understand that I/We may be required to provide additional copies for exhibition and if the Planning Proposal needs to be referred to many government authorities.

<b>Signature</b>	<b>Date</b>

## 9. Applicant Declaration

I declare that all details provided on this application form are correct and that all the information required has been supplied.

<b>Name (printed)</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>

## Planning Proposal Lodgement Checklist Ku-ring-gai Council

This checklist must be completed by you prior to Planning Proposal lodgement

<b>Documents Required - Have you provided the following?</b>		✓
1.	Completed and signed <b>Application Form</b>	
2.	Written and <b>signed consent</b> of the owner/s of all properties included in the proposal	
3.	Completed <b>Political Donations and Gifts Disclosure Statement</b>	
4.	<b>Checklist Sheet</b> from the Department of Planning and Infrastructure's <i>A Guide to Preparing Planning Proposals</i> and all documentation in accordance with the Checklist	
5.	<b>Drawings</b> to scale (if required)	
6.	<b>Planning Proposal</b> and <b>supporting information</b>	
7.	Two hard copies of all <b>documents</b> submitted with the application <b>Note:</b> Additional copies will need to be provided for exhibition and referral to government authorities (these will be requested upon Gateway Determination approval)	
8.	<b>CD</b> with a copy of all the above documents (including a WORD and PDF version of the Planning Proposal Report)	

<b>Planning Proposal Report Requirements - Is your application in accordance with the Department of Planning and Infrastructure's <i>A Guide to Preparing Planning Proposals</i>?</b> <b>Note:</b> All Parts 1-6 must be included. If not relevant to your application, provide a clear statement under the section stating why not.		✓
<b>Introduction</b>	Brief overview of the Planning Proposal, any relevant history, photos, location plans.	
<b>Part 1</b>	<b>Objectives or intended outcomes</b> State the current status of the site and what you are trying to achieve on it. Include relevant maps indicating site and adjoining land use and zones, heritage, biodiversity, and any other site aspect of the relevant instrument.	
<b>Part 2</b>	<b>Explanation of provisions</b> State changes being proposed to the site, reasons for the change, how the changes can be made, and what instruments require amendment.	
<b>Part 3</b>	<b>Justification</b> Provide detailed justification for the objectives and outcomes sought and the process for their implementation. Clearly present an argument for your case with full justification provided under each heading in this section. Supporting studies may be attached to the Planning Proposal however, relevant content from them is to be presented/stated in the appropriate part of the Planning Proposal. The supporting studies provide the backup and evidence for your Planning Proposal argument, but the argument has to be presented and substantiated within the body of the Planning Proposal itself.	
<b>Part 4</b>	<b>Mapping</b> Indicative maps showing changes to any KLEP maps with brief explanation.	
<b>Part 5</b>	<b>Community consultation</b> Indicate proposed community consultation strategy.	
<b>Part 6</b>	<b>Project timeline</b> Include a table of steps as stated in the ' <i>A Guide to Preparing Planning Proposals</i> ' leaving the date column empty for Council to complete.	
<b>Appendices</b>	Include any Supporting Studies. Note: relevant parts of the Studies are to be quoted within the Planning Proposal (See Part 3 above).	

# OFFICE USE ONLY

To be filled out by Urban Planning and Heritage Staff

<b>Planner's Checklist to be completed before sending letter of acceptance for the application:</b>	<input checked="" type="checkbox"/>
<b>Application Form</b> completed correctly?	
Correct <b>Documents Required</b> provided as per checklist?	
Planning Proposal report prepared in line with <b>Planning Proposal Report Requirements?</b>	
Two hard copies of all <b>Documents</b>	
<b>USB</b> with a copy of all the above documents (including a WORD and PDF version of the Planning Proposal)	

**Response to Application:**

<b>Incomplete Application</b> – request further information	
<b>Complete Application</b> – send Fee Request Letter <span style="float: right;"><b>Fees Due - \$_____</b></span>	<input type="checkbox"/>

**Urban Planning and Heritage staff details:**

Name \_\_\_\_\_

Signature \_\_\_\_\_