



Pre-Planning Proposal MEETING Application Form

Date Lodged: _____ Fee paid: \$ _____

Use this form to apply for a meeting with Urban Planning and Heritage Staff to discuss your Planning Proposal before you lodge an application.

- A meeting will be arranged for you, the Applicant, and your Urban Planning Consultant within 15 working days of your Application lodgement. All meetings are for a maximum one hour. Applicants will be provided with minutes of the meeting containing issues discussed.
- Provide two printed sets of all documentation as per Checklist, and one USB containing all documents.
- **Fees must be paid at time of lodgement.**

Lodgement

In person

Monday to Friday
8:30am to 4:30pm

Council Chambers
818 Pacific Highway
Gordon NSW 2072

Phone: (02) 9424 0000

Mail

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

Note: If the application is incomplete or you have not paid the correct fee it will delay your application

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

1. Property Owner's Details

Name/s		Contact Person	
Postal address		Postcode	
Contact number/s		Email	

2. Attending Urban Planning Consultant's Details

Company Name		Contact Person	
Contact number		Email	

Meetings will only be held where a suitably qualified Urban Planner is in attendance to advise the Applicant on all technical planning issues.

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

Site Address		Total site area	
Lot & DP number		Current use of the site	
Description of proposed change		Statutory instrument	
		Current Zoning	

4. Fees

Pre-Planning Proposal Meeting Category	Fee	✓
Major Amendments		
Planning Proposal Application seeking amendment/s to an LEP involving sites over 5000sqm in area, or sites with complex planning issues		
Mandatory first meeting	\$1,200.00	
Second and subsequent meetings	\$850.00	
Non Minor Amendments		
Planning Proposal Application seeking amendment/s to an LEP involving sites less than 5000sqm in area or multiple lots, or mapping changes		
Mandatory first meeting	\$1,200.00	
Second and subsequent meetings	\$850.00	
Minor Amendments		
Pre-Planning Proposal Meeting Application seeking amendment/s to an LEP including adding/removing a heritage item, or changing the wording of a clause, or adding/removing a use to a zoning table that does not require complex assessment or mapping changes		
Mandatory first meeting	\$525.00	

5. Checklist

Have you:	✓
Referred to relevant statutory LEP document?	
Consulted with a suitably qualified Urban Planning Consultant and agreed their attendance at the Pre-Planning Proposal meeting?	
Included an overview of the Planning Proposal utilising the Department of Planning and Environment's <i>A Guide to Preparing Planning Proposals</i> ?	
Included the correct fee for the Meeting Application?	
Included the completed <i>Application Form</i> ?	
Included the <i>Information Checklist Sheet</i> from the Department of Planning and Environment's <i>A Guide to Preparing Planning Proposals</i> ?	
Included two copies of all documentation and a USB containing all documents?	

Name:	Signature:	Date:

OFFICE USE ONLY

To be filled out by Urban Planning and Heritage Staff
(Scan and save onto TRIM)

Planner's Checklist	Date
Acknowledgement letter sent	
Schedule date of meeting	

Urban Planning and Heritage staff details:

Name _____

Signature _____