



Pre-Planning Proposal **MEETING** Application Form

Date Lodged: _____ Fee paid: \$ _____

Meeting No.1 No.2 No.3

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

- All pre-planning proposal meeting applications must come through Council and NOT through the planning portal.
- 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.
- Fees must be paid at time of lodgement.

Lodgement

Phone: (02) 9424 0000

In person

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

Council Chambers
818 Pacific Highway
Gordon NSW 2072

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. 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	✓
Complex		
Pre-Planning Proposal meeting Application seeking amendment/s to an LEP involving:		
<ul style="list-style-type: none"> • To change in the land use zone and/or the principal development standards of the LEP, which would result in significant increase in demand for supporting local regional or State infrastructure and would require infrastructure funding • To respond to a new policy e.g. local character or new provision not in the standard instrument template • That is inconsistent with a District/Regional Plan or council's endorsed LSPPS • Responding to a change in circumstances, such as the investment in new infrastructure or changing demographic trends • That is progressed under the Aboriginal Land SEPP • Any other amendment or amendments that are not categorised as a principal LEP, standard or basic planning proposal 		
Mandatory first meeting	\$5,000.00	
Second and subsequent meetings	\$2,000.00	

Standard Amendments - Major

Pre- Planning Proposal meeting Application seeking amendment/s to an LEP involving sites over 5000sqm in area, or sites with significant planning issues, with any one or more of the following proposed LEP amendment types:

- To change the land use zone where the proposal is consistent with the objectives identified in the LEP for that proposed zone
- That relates to altering the principal development standards of the LEP
- That relates to the addition of a permissible land use or uses and/or any conditional arrangements under Schedule 1 Additional Permitted Uses of the LEP
- That is consistent with an endorsed District/Regional Strategic Plan and/or LSPS
- Relating to the classification or reclassification of public land through the LEP

Mandatory first meeting	\$4,500.00	
Second and subsequent meetings	\$2,000.00	

Standard Amendments - Minor

Pre-Planning Proposal meeting Application seeking amendment/s to an LEP involving sites less than 5000sqm in area, with any one or more of the following proposed LEP amendment types:

- To change the land use zone where the proposal is consistent with the objectives identified in the LEP for that proposed zone
- That relates to altering the principal development standards of the LEP
- That relates to the addition of a permissible land use or uses and/or any conditional arrangements under Schedule 1 Additional Permitted Uses of the LEP
- That is consistent with an endorsed District/Regional Strategic Plan and/or LSPS
- Relating to the classification or reclassification of public land through the LEP

Mandatory first meeting	\$3,500.00	
Second and subsequent meetings	\$2,000.00	

Basic Amendments

Pre-Planning Proposal meeting Application with any one or more of the following proposed LEP amendment types:

- To correct an administrative error
- For a few minor 'housekeeping' amendments
- To add or remove a local heritage item, that is supported by an office of Environment and Heritage endorsed study
- To reclassify land where the Governor's approval is not required
- That is consistent with a Department endorsed/approved local strategy such as a Local Housing Strategy
- That is consistent with section 3.22 Expedited amendments of environmental planning instruments of the EP&A Act

Mandatory first meeting	\$1,500.00	
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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 a Scoping Proposal utilising the Department of Planning, Industry and Environment's <i>Local Environmental Plan Making Guideline (December 2021)</i> ?	
Included the correct fee for the Meeting Application?	
Included the completed <i>Application Form</i> ?	

6. Your Signature

Name:	Signature:	Date:

OFFICE USE ONLY - To be filled out by Urban Planning and Heritage Staff (Scan and save into CM)

Planner's Checklist	Date
Acknowledgement letter sent	
Schedule date of meeting	
Urban Planning and Heritage staff details: Name _____ Signature _____	