



# Planning Proposal Application Form

Date lodged: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Use this form to lodge a Planning Proposal to make an amendment to an LEP**

**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

**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:** 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 DETAILS.**

## 1. Property Owner's Details

Name/s of all property owner/s			
Address/s		Postcode/s	
Contact number/s			
<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

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

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

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

## 4. Relevant Planning Instrument

What instrument applies to your property?	✓
Ku-ring-gai Local Environment Plan 2015	

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

What is the current zoning of your property	Are you proposing a change to zoning? If yes, what is the proposed zoning?
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:	
Your proposal: Please describe what your application is intended to allow (e.g. construction of townhouses, commercial development, etc.)	
<i>Note: To ensure your Planning Proposal is in line with Department of Planning and Environment's requirements, you must include the Checklist Sheet from their 'A Guide to Preparing Planning Proposals'</i>	

## 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.	\$62,500.00 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.	\$31,500.00 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.	\$14,000.00 plus advertising costs	
<b>Reclassification of public land.</b>	\$20,000.00 plus Public Hearing and advertising costs	
All Planning Proposal Applications are subject to <b>advertising costs</b> payable upon Gateway Determination approval.	\$3,958.00	
Where an Application results in <b>additional assessment</b> or review of the Planning Proposal at any stage of the process, an hourly rate will be charged for extra work undertaken by Council staff.	\$212.00 per hour	

## 7. Political Donation 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 has to be referred to many government authorities.

Signature		Date	
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## 9. Application Declaration

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

Name (printed)		Signature		Date	
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**Planning Proposal Lodgement Checklist Ku-ring-gai Council**  
**This checklist must be completed by you prior to Planning Proposal lodgement**

Documents Required – Have you provided the following?		✓
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 Environment'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>USB</b> with a copy of all the above documents (including a WORD and PDF version of the Planning Proposal Report)	

Planning Proposal Report Requirements - Is your application in accordance with the Department of Planning and Environment's <i>A Guide to Preparing Planning Proposals</i> ?		✓
<b>Introduction</b>	Provide an overview (1-3 pages) of the site history; include a location plan and any relevant photos.	
<b>Part 1</b>	<b>Objectives or intended outcomes</b> Provide a short, concise statement (1 page) of what you are trying to achieve on the site.	
<b>Part 2</b>	<b>Explanation of provisions</b> State the changes being proposed to the site and the reasons for the change. State what amendments are proposed to the instrument.	
<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 question. 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> Present any community consultation undertaken, and indicate consultation to be conducted through public exhibition	
<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 with relevant parts of the Studies quoted within the Planning Proposal (see Part 3 above).	

**Note:** The Planning Proposal is a technical document seeking to make a legislative amendment, therefore, it must be factual and evidence based

**Note:** Utilise the Councils Planning Proposal **Template** supplied with the minutes from the Pre-Planning Proposal Meeting

**Note:** The Planning Proposal consists of Parts 1-6. All parts must be included. If a part is not relevant to your application, then provide a clear statement under the section stating why not

**Note:** Do not provide a 'conclusion'. The Department will draw its own conclusion based on the evidence in your Planning Proposal.

**Note:** All numbering in Parts and Questions must be the same as the Department of Planning and Environment's '*A Guide to Preparing Planning Proposals*'

# OFFICE USE ONLY

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

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

<b>Response to Application</b>	✓
Incomplete Application – request further information	
Complete Application – send Fee Request Letter	Fees Due \$ _____

**Urban Planning and Heritage staff details:**

Name \_\_\_\_\_

Signature \_\_\_\_\_