



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.
- **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. 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 LSPS • 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:		
<ul style="list-style-type: none"> 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:		
<ul style="list-style-type: none"> 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:		
<ul style="list-style-type: none"> 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	

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 onto TRIM)

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

Urban Planning and Heritage staff details:

Name _____

Signature _____