



### 3. Location & title description of the property

This will help us to correctly identify the land. You must identify the Lot and Plan number

Street No: ..... Street: .....  
Suburb: .....  
Lot(s): ..... Section: .....  
Deposited plan(s): ..... Strata plan: .....  
Other .....

Obtain these details from rate notices, property deed or our property maps.

### 4. Type of development

Please Specify.....  
.....  
.....  
.....  
.....  
.....

### 5. Other Approvals

This application seeks approval to conduct a specific activity that requires the consent of the Council under the provisions of Section 68 of the Local Government Act 1993. The use of land for a specific purpose may require development approval beforehand. You are advised to consult the duty planner for more information.

### 6. DA Consent (if already received)

DA No: ..... Date of Approval: .....

### 7. Car parks

No. of vehicles to be parked .....

#### Hours of Operation

Mon - Fri From .....am to ..... pm

Saturday From .....am to ..... pm

Sunday From .....am to ..... pm

Public Holiday From .....am to ..... pm

#### Type of Parking

- Valet
- Stacked
- Self park
- Individual Spaces

#### Other Services Provided - Please Specify

.....  
.....

## 8. Signatures

### The owner(s) of the land where activity is to be undertaken.

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

As the owner(s) of the above property, I/we consent to this application:

Further, we waive the requirements of Section 193 of the Local Government Act 1993 regarding notice of entry by Council and instead consent to Ku-ring-gai Council's authorised person entering the premises, without first giving notice, for the purpose of carrying out all or any inspections which it may deem necessary and appropriate in connection with the assessment, processing and determination of this Application for the property and in connection with any inspections required.

Signature

Name

Date

Signature

Name

Date

Address of owner if not the same as applicant

### The applicant, or the applicant's agent, must sign the application

Signature

In what capacity are you signing if you are not the applicant

Name, if you are not the applicant

Date

## 9. Privacy policy

The information you provide in this application will enable your application to be assessed by the consent authority and any relevant state agency. If the information is not provided, your application may not be accepted. The application will also be kept in a register by the council that can be viewed by the public at any time. Please contact the council if the information you have provided in your application is incorrect or changes.

## 10. Applicant's Declaration

*If the applicant is a company or owner's association, this section must be signed in accordance with s127 of the Corporations Act 2001.*

I,.....apply for consent to carry out the activity described in this application. I declare that all the information supplied is true and correct. I also understand that:

- if incomplete, the application will not be accepted, and that
- more information may be requested to enable the proper consideration of the application.

Applicant Signature:.....Date:.....

## 11. How to lodge this application

Lodge the application by either of the following methods:

### Post

General Manager  
Ku-ring-gai Council  
Locked Bag 1006  
Gordon NSW 2073

### Courier or personal delivery

Council Chambers  
818 Pacific Highway  
Gordon NSW 2072

### Contacting Council:

**Phone:** (02) 9424 0000  
**Fax:** (02) 9424 0001  
**Email:** [kmc@kmc.nsw.gov.au](mailto:kmc@kmc.nsw.gov.au)  
**Web:** [www.kmc.nsw.gov.au](http://www.kmc.nsw.gov.au)

### Hours:

### Lodging an application

Monday to Friday, 8:30am – 5:00pm

### Fees:

Fees are based on Council's adopted schedule of fees.

### Payment methods

You may pay by cash, eftpos or cheque. Make cheques payable to 'Ku-ring-gai Council'. Please do not send cash in the mail.

### Transport and Parking:

#### Bus or Rail

The Council is located within five minutes walking distance from Gordon train station. From the station, head west up via St Johns Ave to the Pacific Highway. Turn right and walk to the end of the block along the Pacific Highway. Cross the Pacific Highway at the lights and walk right to Council Chambers.

#### Parking

Some short-term Visitor Parking spaces are available on site behind the Council Chambers in Radford Place. A lift is accessible from within the building on level one. This lift is accessible to people using wheelchairs via a ramp.

Limited on-street parking is also available in nearby streets.

#### Accessible Parking

Radford Place, behind Council Chambers, provides parking spaces for people with disabilities. These spaces are adjacent to the accessible ramp to Level 1 and lift which may be taken to the Customer Service Counter on Level 4 and the Pacific Highway main entrance.

## **Operate Car park**

This guide provides you with information to enable you to identify the plans and supporting documentation you will need to provide.

**Council will not accept your application if you fail to provide all relevant documentation**

### **General requirements**

#### **Application form**

The application form requires you to answer specific questions and provides you with prompts to provide other information that is required for the assessment of the application. All questions must be answered and other information requested must be submitted.

#### **Standards of Documents**

The plans and documents must be accurate and legible. Any misleading details may result in the refusal of the application.

#### **The Plans shall:**

- have dimensions in metric.
- be to a scale of 1:100 or other readily legible scale
- consist of 3 copies of plans that identifies the land concerned and the street(s) to which the land has frontage and, if the carpark comprises the whole or part of a building,
- describe the building, its location on the site and any other purpose for which it is to be used.
- Describe the number of vehicles to be parked and the manner in which this is to be done.
- Details of proposed means of entry and exit and circulation within the carpark.
- Details of off-street parking for vehicles awaiting entry to the carpark.
- Details of the method of ventilating the building.
- Details of any petrol, oil or any other motor service facility to be provided in the carpark.
- Location of fee collection booths and ventilation systems provided thereto.
- Floor plan detailing location and type of fire safety measures installed therein.
- North point and title block describing use.
- Include details of stormwater/seepage disposal if underground carpark.

### **Supporting material and documentation**

- Submit photographs of any pre-existing damage to footways/roads in the proposed area of use.
- Provide details of how the proposed use is in the public interest
- Submit a Statement of Environmental Effects for the proposed use.