

# Planning Proposal

Effective from July 2025 to June

Application No:

## 2026 About this form

Use this form to request a planning proposal to amend *Woollahra Local Environmental Plan 2014*. Associated or consequential changes to *Woollahra Development Control Plan 2015* may also be requested using this form.

## Applicant details

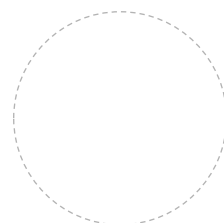
Title:	<input type="text"/>	Full name:	<input type="text"/>
Company name:	<input type="text"/>	ABN/ACN:	<input type="text"/>
Postal address:	<input type="text"/>		
Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Email address:	<input type="text"/>		
Date of application:	<input type="text"/>	Applicant's reference:	<input type="text"/>

## Landowner's details and consent

*NOTE: Must be signed by the owner of the land. If more than one owner, every owner must sign. If the owner is a company or owner's association, must be signed by a director under common seal, or by provision of ABN/ACN together with your position in that Company.*

As the registered owner(s) of the land to which this application relates, I/we consent to this application consultation.  
I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Owner's name:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>
Owner's name:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>



Affix Common Seal

Company / Strata Corp:	<input type="text"/>		
Position:	<input type="text"/>	ABN / ACN no:	<input type="text"/>
Phone:	<input type="text"/>	Email address:	<input type="text"/>
Postal address:	<input type="text"/>		

### Location and title description of the property

Unit, Shop  
or Suite no:

Street no:

Street  
name:

Suburb:

Lot(s):

Section:

Deposited  
Plan(s):

Strata  
Plan:

### Description of requested changes to Woollahra LEP 2014

### Associated changes to Woollahra DCP 2015

Are there associated or consequential changes required to Woollahra DCP 2015?

☐ Yes

☐ No

If yes, describe the proposed changes:

### Current or future development application

Is there a current DA or a proposed DA which relies on the changes for a consent?

☐ Yes

☐ No

If there is a current DA, provide the details:

DA no:

DA description:

If there is a  
proposed DA,  
provide an  
overview of the  
proposed  
development:

## Current use of property

## Consultation

Have you had a pre-application consultation meeting?

☐ Yes ☐ No

Other than a pre-application consultation meeting, have you discussed the requested planning proposal with a Council officer?

☐ Yes ☐ No

If so, to whom did you speak?

**Name**

Have you discussed the proposed changes with neighbours?

☐ Yes ☐ No

If so, identify the property addresses and what type of consultation occurred:

## Declaration

I declare that all the information given is true and correct:

**Name**

**Signature:**

**Date**

## Acknowledgement of application

We will acknowledge that we have received your application.

## Fees

Fees are **NOT** payable upon lodgement. An invoice will be issued to the Applicant.

The cost for assessing the application and preparing a planning proposal will depend on the nature and complexity of the request. The level of complexity will be assessed by the Strategic Planning Team, and the request will be categorised as either Minor, Major or Complex. Once the Strategic Planning Team has categorised the request and identified if any additional information is required, an invoice will be issued to the Applicant.

### Minor planning proposal

Simple or administrative amendments	\$35,000.00 (GST exempt)	*Should the Planning Proposal not proceed to public exhibition, 30% of the fee will be refunded.
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### Major planning proposal

Zone amendments and/or variations to development standards of less than 20% and/or issues involved require a greater consideration including (but not limited to) economic, social, environmental and transport.	\$75,000.00 (GST exempt)	*Should the Planning Proposal not proceed to public exhibition, 30% of the fee will be refunded.
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### Complex planning proposal

More complex zone amendments and/or variations to development standards of greater than 20%.	\$115,000.00 (GST exempt)	*Should the Planning Proposal not proceed to public exhibition, 30% of the fee will be refunded.
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### Site specific amendment to Woollahra Development Control Plan 2015

Site specific development control plan.	\$41,000.00 (GST exempt)	*Fee payable upon lodgment. Should the amendment not proceed, 100% of the fee will be refunded.
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**NOTE:** An hourly rate of \$324.00 applies to any additional unforeseen tasks and functions. These fees apply for the 2025/2026 financial year only. Any fees payable outside this period will be subject to the adopted fees and charges for the relevant financial year.

### Consultants engaged by Council

Independent advice to Council provided by specialist.	At cost plus 10% administration charge (plus 10% GST)
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**NOTE:** An hourly rate of \$340.00 applies to any additional unforeseen tasks and functions. These fees apply for the 2025/2026 financial year only. Any fees payable outside this period will be subject to the adopted fees and charges for the relevant financial year.

## Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Payment methods:

Once the invoice has been issued, payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa. Credit card payments will incur a processing fee. Please attach or provide a copy of the invoice when making your payment.



# Planning Proposal Checklist

This checklist is to be completed by the applicant and the Team Leader Strategic Planning

	Applicant			Council		
	Yes	No	N/A	Yes	No	N/A
<b>1. Preparation</b>						
Have you read or are you being represented by someone who has read and is familiar with the following documents?						
a) <i>Environmental Planning and Assessment Act 1979</i> – sections 3.31-3.37, in particular section 3.33(2) which prescribes the basic content	<input type="checkbox"/>	<input type="checkbox"/>				
b) <i>Environmental Planning and Assessment Regulation 2000</i> – Part 2 Environmental planning instruments	<input type="checkbox"/>	<input type="checkbox"/>				
c) A Guide to Preparing Planning Proposals (NSW Department of Planning and Environment, August 2016). In particular, see chapter 2 <i>The parts of a planning proposal</i> and Attachment 1 <i>Information checklist</i>	<input type="checkbox"/>	<input type="checkbox"/>				
d) A Guide to Preparing Local Environmental Plans (NSW Department of Planning and Environment, August 2016)	<input type="checkbox"/>	<input type="checkbox"/>				
e) Woollahra Local Strategic Planning Statement	<input type="checkbox"/>	<input type="checkbox"/>				
f) Woollahra LEP 2014	<input type="checkbox"/>	<input type="checkbox"/>				
g) Woollahra DCP 2015	<input type="checkbox"/>	<input type="checkbox"/>				
h) <i>Standard Instrument-Principal Local Environmental Plan</i>	<input type="checkbox"/>	<input type="checkbox"/>				
i) Planning practice notes from the NSW Department of Planning, Industry and Environment regarding the preparation of planning proposals.	<input type="checkbox"/>	<input type="checkbox"/>				
<b>2. Application form</b>						
Is the property address identified?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Are the requested changes to Woollahra LEP 2014 clearly described?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Are any associated or consequential changes to Woollahra DCP 2015 clearly described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has owner's consent (and company seal if applicable) been provided?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Requirements</b>						
Have you provided the following?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
a) Indicative concept plans for a future development application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Studies, investigations, and reports supporting the requested changes, including information identified in the pre-application consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Disclosure statement (this relates to political donations and gifts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) 3D Digital Model (illustrating proposed building envelope & indicative concept)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Applicant			Council		
	Yes	No	N/A	Yes	No	N/A
<b>4. Additional disclosures and documents</b>						
Is the property a heritage item, in the vicinity of a heritage item, within or in the vicinity of a heritage conservation area or a draft heritage item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the planning proposal apply to contaminated land as defined under Schedule 6 of the <i>Environmental Planning and Assessment Act 1979</i> and <i>State Environmental Planning Policy No.55 – Remediation of Land</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Copies and formatting</b>						
Have 2 copies of the indicative concept plans been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an electronic copy of plans and documentation been provided and is it in unsecured PDF or Word file format only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the digital copies of the plans and all documentation saved in files of 3 MB or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all digital files been individually labelled to allow easy identification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>6. Office use only</b>						
Is the application acceptable for lodgement?				<input type="checkbox"/>	<input type="checkbox"/>	
Has a container been created in HPE?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I verify that the application is acceptable for lodgement:</b>						
<b>Officer's Name</b>	<input type="text"/>			<b>Signature:</b>	<input type="text"/>	<b>Date:</b> <input type="text"/>
Which internal departments and sections are required to be notified?						
a)	Strategic Planning			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Development Control			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Heritage			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Open Space and Trees			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Engineering Services			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Urban Design			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Compliance			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h)	Other: <input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I verify that the application is acceptable for lodgment:</b>						
<b>Team Leader:</b>	<input type="text"/>			<b>Signature:</b>	<input type="text"/>	<b>Date:</b> <input type="text"/>