Planning Proposal

Pre-application Consultation

Effective from July 2024 to June 2025

Pre-application No: [ ]

Use this form to request a planning proposal pre-application consultation meeting to amend *Woollahra Local Environmental Plan 2014* and where relevant, consequential changes to *Woollahra Development Control Plan 2015*.

About this service

The service provides a meeting with relevant Council staff to give early comment on a potential request for a planning proposal. Minutes outlining issues that will need to be addressed will be provided after the meeting. Information supporting the planning proposal request must be lodged a minimum of eight days prior to the meeting to allow sufficient time for review by Council staff. Refer to the pre-application checklist for information which might be submitted. The comments provided by Council staff do not bind Council in any way.
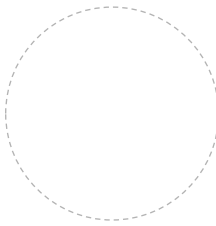
Applicant details

Title: [ ]	**Full name:** [ ]	
Company name: [ ]	**ABN/ACN:** [ ]	
Postal address: [ ]		
Phone: [ ]	**Mobile:** [ ]	
Email address: [ ]		
Date of application: [ ]	**Applicant's reference:** [ ]	

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 pre-application.
I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Owner's name: [ ]		
Signature: [ ]	**Date:** [ ]	
Owner's name: [ ]		
Signature: [ ]	**Date:** [ ]	*Affix Common Seal*
Company / Strata Corp: [ ]		
Position: [ ]	**ABN / ACN no:** [ ]	
Phone: [ ]	**Email address:** [ ]	
Postal address: [ ]		

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:

Woollahra Municipal Council

Current use of property

Consultation

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 and advise you of a meeting date by telephone or email.

Fees

A fee of $3,400.00 covers the meeting, assessment of information and written response.

Should a further pre-application meeting be required, an additional fee of $1,150.00 will be due.

These fees apply for the 2024/2025 financial year only. Any fees payable outside this period will be subject to the adopted fees and charges for the relevant financial year.

Woollahra Municipal Council

Privacy and conditions of use

For more information about Privacy & Personal Information Policy: 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

Website: www.woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Payment methods:

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.

Woollahra Municipal Council

Pre-application Consultation 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**
1. Preparation						

Have you read or are you being represented by someone who has read and is familiar with the following documents?

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

	Applicant			Council		
	Yes	**No**	**N/A**	**Yes**	**No**	**N/A**
4. Additional disclosures and documents						
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?	☐	☐	☐	☐	☐	☐
Will the planning proposal apply to contaminated land as defined under Schedule 6 of the *Environmental Planning and Assessment Act 1979* and *State Environmental Planning Policy No.55 – Remediation of Land?*	☐	☐	☐	☐	☐	☐
5. Copies and formatting						
Have 2 copies of concept plans been provided?	☐	☐	☐	☐	☐	☐
Has an electronic copy of plans and documentation been provided and is it in unsecured PDF or Word file format only?	☐	☐	☐	☐	☐	☐
Are the digital copies of the plans and all documentation saved in files of 3 MB or less?	☐	☐	☐	☐	☐	☐
Have all digital files been individually labelled to allow easy identification?	☐	☐	☐	☐	☐	☐

6. Office use only

Is the pre-application acceptable for lodgement?	☐	☐	
Has a container been created in HPE?	☐	☐	☐

Has a meeting date and time been confirmed? If so, specify: [   ]

I verify that the pre-application is acceptable for lodgement:

Officer's Name [   ] **Signature:** [   ] **Date:** [   ]

Which internal departments and sections are required to be notified?	☐	☐	
a) Strategic Planning	☐	☐	☐
b) Development Control	☐	☐	
c) Heritage	☐	☐	☐
d) Open Space and Trees	☐	☐	
e) Engineering Services	☐	☐	☐
f) Urban Design	☐	☐	
g) Compliance	☐	☐	☐
h) Other: [ ]	☐	☐	

I verify that the pre-application is acceptable for lodgement:

Team Leader: [   ] **Signature:** [   ] **Date:** [   ]