

Application for Council to prepare a Planning Proposal (LEP) and/or Development Control Plan (DCP)

Environmental Planning & Assessment Act 1979 & Environmental Planning & Assessment Regulation 2000

Type of Request

Planning Proposal (PP) (ie. LEP)

Before lodging a Planning Proposal (i.e. LEP) application, reference should be made to Part 3 Division 4 of the EP&A Act and Part 2 of the EP&A Regulations, plus the Department of Planning's requirements for Local Environmental Plans on their website www.planning.nsw.gov.au.

Visit website <http://www.planning.nsw.gov.au/Plans-for-Your-Area/Local-Planning-and-Zoning/Resources> and refer to the section 'Planning Proposals and LEP Amendments'. The Department's requirements for a Planning Proposal must be addressed in the application. Also consult other matters under 'Local Environmental Plans'.

In addition to State legislative requirements, it will also be necessary for Planning Proposals submitted to the MidCoast Council to be prepared in accordance with the Council's Policy on the Procedure for Preparation and Processing of Planning Proposals which can be accessed at the following link:

<http://www.midcoast.nsw.gov.au/Develop-or-Build/Discover/Planning-Proposals>

Development Control Plan (DCP)

Where Council supports a Planning Proposal it may also determine that detailed guidance in the form of a DCP is required to guide future development. A further application is to be lodged with Council to prepare such. An application to amend an existing DCP may also be lodged with Council. A DCP is prepared, made and brought into effect by Council pursuant to the Environmental Planning and Assessment Act 1979.

Note: In some instances a Developer Contributions Plan may also be required to be prepared.

Declaration of Political Donations

Are you aware of any person with a financial interest in this application who made a donation or gift in the last two (2) years?

No Yes (please complete the 'Disclosure of Reportable Political Donations' form)

Please note that this form is available at www.midcoast.nsw.gov.au

Applicant Details

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>
Phone (m):	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

Owner Details (If different from applicant details above)

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>
Phone (m):	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

Subject Land Address

Unit:	<input type="text"/>	House No.:	<input type="text"/>	Street:	<input type="text"/>
Suburb:	<input type="text"/>			Postcode:	<input type="text"/>
Lot:	<input type="text"/>	DP or SP:	<input type="text"/>		
Section:	<input type="text"/>	Vol/Fol:	<input type="text"/>		

Please note: You can find the Lot, DP or SP, Section and Volume/Folio details on a map of the land or the title document for the land.

Brief Description of Planning Proposal

Details:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

State Environmental Planning Policies

Has the Planning Proposal addressed all relevant SEPP's?

Yes No

Section 9.1 Directions

Has the proposal addressed all Section 9.1 Directions?

Yes No

Part 3 Planning Proposal Details

3.1 Planning Proposals

Has the Planning Proposal been prepared in accordance with Section 3.33 of the EPA Act and the Department of Planning & Infrastructure Guidelines?

Yes No

3.2 Checklist

The details sought in the accompanying checklist must be provided. On-site inspections are carried out prior to the assessment of any application. As a result of this inspection and preliminary review further information may be required. A Council Officer will contact you soon after the initial inspection if this is the case.

A COMPLETED CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE ALL REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD MAY RESULT IN YOUR APPLICATION BEING REJECTED FOLLOWING AN INITIAL REVIEW BY PLANNING STAFF.

Planning Proposal Checklist

Contact Council if you are unsure what details will be required for your Planning Proposal Application

Required:	Supplied:	
	Yes	No
Preparing Your Application		
<ul style="list-style-type: none"> Four (4) copies of documentation including the application form are required. Only one (1) copy of the checklist is required. Additional copies of documentation may be requested. 	<input type="checkbox"/>	<input type="checkbox"/>
OR		
<ul style="list-style-type: none"> Major land release and urban renewal: Five (5) copies of documentation including the application form are required. Only one (1) copy of the checklist is required. 		
Appointment to Lodge your Application		
<ul style="list-style-type: none"> Please phone a Customer Service Officer on (02) 6591 7222 to make an appointment to lodge your application. Please fold all maps and plans to A4 size and make up complete sets. Each set is to contain one (1) copy of every document. 	<input type="checkbox"/>	<input type="checkbox"/>
For all Plans/Maps		
<ul style="list-style-type: none"> Plans must be drawn to scale (preferably 1:100 or 1:200) sufficient to clearly indicate the current versus amended characteristics. Illegible drawings will not be accepted. The following information should be included on all plans and documents: <ul style="list-style-type: none"> ➤ Applicant(s) name(s) ➤ Property address (block/house/shop/flat number) ➤ Lot/Section/Deposited Plan/Strata Plan Number ➤ Measurements in metric ➤ The position of true north ➤ Draftsman/Architect name, date, plan name and number, plan version and revision ➤ CD/DISC An electronic copy of all documents is also to be provided in PDF format on CD/disc. One file for each document or map/plan, file name to include: document name, plan/map type, description and number (including version) and date. 	<input type="checkbox"/>	<input type="checkbox"/>
Documents Required		
The following information should be included:		
<ul style="list-style-type: none"> The Application for Planning Proposal to Modify (make) a Local Environmental Plan form, addressing: <ul style="list-style-type: none"> ➤ Part 1: Objectives Statement ➤ Part 2: Explanation Statement ➤ Part 3: Section A - Need for the Planning Proposal ➤ Section B - Relationship to Strategic Planning Framework ➤ Section C - Environmental, Social and Economic Impacts ➤ Section D - Only for Major Land Release and Urban Renewal 	<input type="checkbox"/>	<input type="checkbox"/>
The following Maps/Plans should be included:		
<ul style="list-style-type: none"> Site location Existing controls where relevant to the Planning Proposal (e.g. zoning; building height; FSR; additional permitted uses; heritage curtilage; lot size; classification; categorisation) Proposed controls (as above examples) Essential Supporting studies: For further information please see Council's Policy and Planning Proposals A4 Plans and Maps for Notification Purposes 	<input type="checkbox"/>	<input type="checkbox"/>

➤ Please note that depending upon the development and initial referrals within Council and to Government Authorities or Agencies, additional information may be required after a gateway determination by the Minister.

➤ The provision of electronic documents in PDF or Microsoft Office format is essential. Electronic files can be sent via email to council@midcoast.nsw.gov.au alternatively; electronic files submitted on DC/DVD will be accepted.

Fees and Charges

The fees and charges associated with Planning Proposals are identified within Council's Fees and Charges and are based on the following:

1. **Straightforward Proposals** where no additional studies are required (non-refundable)
Lodgement fee + any additional fees determined by the Council
 2. **More Complex Proposals** where further studies are required (non-refundable)
Lodgement fee (non-refundable) + any additional fees determined by the Council + actual cost of studies or cost to Council to engage consultants to review studies.
- **Additional fees** will be determined at the commencement of each Stage of the Planning Proposal.
 - **Additional fees** comprise any cost of the consultant above \$5,000 as well as the cost to Council to manage and administer the process. Council's costs are calculated at an hourly rate depending on the specialist and administrative staff input.
 - In the event that additional studies are required the process for having these done will be discussed with the proponent.
 - **Please note that a Planning Proposal submitted to MidCoast Council will not be deemed to be properly made until all associated fees are paid in full. The 90 day statutory assessment timeframe will not begin until the Council is satisfied that the Planning Proposal satisfies all of the requirements addressed in the Policy for Planning Proposals.**

Applicant's Declaration

Application is hereby made for preparation of a Planning Proposal and/or a Development Control Plan. I/We have read, understood and accept the conditions and applicable fees specified in relation to this application. I/We accept that all these conditions must be complied with. I/We apply for consent to carry out the works described in this application. I/We declare that all the information given is true and correct. I/We understand that:

- if incomplete, the application may be delayed or rejected; and
- more information may be requested after the date of lodgement.

Name:	<input type="text"/>	Name:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Owner's Consent

Please indicate "as above" if same as applicant: _____

I/We have read, understood and accept the conditions and applicable fees specified in relation to this application. I/We accept that all these conditions must be complied with. I/We apply for consent to carry out the works described in this application. I/We declare that all the information given is true and correct. I/We understand that:

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Name:	<input type="text"/>	Name:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

PRIVACY STATEMENT: This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

Forster | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**
Gloucester | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**
Taree | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

Office Use:	A2017113	Application Number:	<input type="text"/>
Fee Paid:	\$ <input type="text"/>	Receipt No.:	<input type="text"/>
		Date:	<input type="text"/>