

LEP AND DCP AMENDMENT APPLICATION FORM

Made under the *Environmental Planning and Assessment Act 1979*

Property Key: Office Use Only

Rezoning Application
No:

Date Received:

058790.2014 (MAR 2018)

LEGAL REQUIREMENTS REGARDING INFORMATION PROVIDED TO COUNCIL

Council is obliged under s.6 of the *Government Information (Public Access) Act 2009* to publish details of all development applications (including names of applicants and owners) and any associated documents on the website, except for floor plans of any residential parts of a building. Please note that the information provided by you on this form will be used by Council or its agents to process this application and it can be made available, as required by law, to other government agencies. Under the *Privacy and Personal Information Protection Act 1998*, some personal information provided on this form, such as phone numbers, will not be published on Council's website. Information regarding access to or publication of information by Council, can be referred to Council's Privacy Contact Officer.

Type of Application (Please tick relevant box)

☐ Amendment to Liverpool Local Environmental Plan 2008

☐ Amendment to Liverpool Development Control Plan 2008

Address details of development

Shop/Unit No:

House No:

Office
Use

Street:

Suburb:

Postcode:

Lot No:

Deposited / Strata Plan No:

Section:

☐

Zoning information

What is the current zoning of the property?

Do you want to change the land use on the Local Environmental Plan (LEP) map?

☐ Yes ☐ No

Do you want to change the planning controls or development standards?

☐ Yes ☐ No

☐

Describe the way in which you intend to use and/or develop the property

☐

Indicate if and how the zoning or other LEP maps should be changed to permit your proposal

☐

Indicate if and how the existing LEP and/or DCP controls should be changed to permit your proposal

Attached Documentation? ☐ Yes ☐ No

☐

Customer Checklist

Have you had a pre-application meeting with Council's Strategic Planning Staff?

☐ Yes ☐ No

Office
Use
☐

In the case of major applications, have you engaged professional advice to assist you in the preparation of your application?

☐ Yes ☐ No

☐

Have you completed all the relevant parts of the application form?

☐

Do you have the application fee? (Refer to "Information for Applicants" brochure)

☐ Yes ☐ No

☐

- Do you have two (2) copies of the application and all supporting information, including:
 - Property and survey plans
 - Concept plans
 - Site contamination report
 - Given the history of the area and the diversity of uses that have occurred over the years, it will be necessary (in most cases) to review the land use history of your site and the resulting need to obtain more detail in the form of a site contamination report
 - Reports/studies (if relevant) addressing such issues as:
 - Heritage
 - Traffic/parking
 - Flooding/drainage
 - Flora and fauna
 - Noise/odour/dust
 - Water/pollution
 - Retail impact
 - Soil suitability
 - Social impact
 - Details of the impact of the proposal
 - Details of the substantial public benefit
- CD containing all application data and naming convention as outlined on the relevant page

☐

Have you made an appointment with Council's relevant planning officer?

☐

OFFICE USE ONLY

Counter Checklist – to be completed when applications are lodged

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Application Number: **RZ No:**

☐

Application form completed correctly?

☐

Details provided in accordance with the Information of Applicant's document

☐

Correct Fee paid

☐

Applicant has discussed the proposal with a planning officer and addressed all relevant details in the application form

☐

Application has been acknowledged

☐

LEP Co-ordinator

Name:

(This form is not to be taken unless confirmed by LEP Co-ordinator)

Signature:

Print name:

**Date received at
counter**

☐

OFFICE USE ONLY

**FEE TYPE
AP/DA/RZ**

Application

\$

Receipt No.

Date

☐

Digital requirements and naming convention

- **Applications without a correctly formatted CD digital data disc or USB drive will not be accepted. These will be checked by Council before accepting the application**
- All documents (including written documents) and plans for all applications must be submitted on CD or USB and not password protected.
- **Each plan and each document** must be **single sided** and must be submitted as a **separate PDF** file and **named separately** eg Application form, floor plans, elevation plans, Statement of Environmental Effects, Political Donations, Bushfire report etc.
- **Signatures are not to be placed on supporting documents or plans** ie Waste Management Plan, Statement of Environment Effects, site plans etc
- Individual files for each application must not exceed 20 MB. Large files must be split into smaller size files.
- **Standard documents are required under 400dpi resolution whether they are single pages or multipage documents and must not exceed 500MB in size.**
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form: **ie Document Type + Property Address and saved in PDF format.**

Example:

- Acoustic Report – 33 Moore Street Liverpool.pdf
- **Application form** – 33 Moore Street Liverpool.pdf
- Bushfire Assessment – 33 Moore Street Liverpool.pdf
- Checklist – 33 Moore Street Liverpool.pdf
- Contamination Report – 33 Moore Street Liverpool.pdf
- Flooding and Hydraulics – 33 Moore Street Liverpool.pdf
- Flora and Fauna Report – 33 Moore Street Liverpool.pdf
- Letter of Settlement – 33 Moore Street Liverpool.pdf
- Parking and Access Plan – 33 Moore Street Liverpool.pdf
- Planning Proposal – 33 Moore Street Liverpool.pdf
- Site Plan – 33 Moore Street Liverpool.pdf
- Survey Plan – 33 Moore Street Liverpool.pdf
- Political Gift Disclosure Statement – 33 Moore Street Liverpool.pdf
- Statement of Environmental Effects – 33 Moore Street Liverpool.pdf
- Traffic Report – 33 Moore Street Liverpool.pdf
- Vegetation Management Plan – 33 Moore Street.pdf
- Voluntary Planning Agreement – 33 Moore Street.pdf
- Waste Management Plan – 33 Moore Street Liverpool.pdf

Amended Plans / Supply of Additional Information

- RZ Number – Additional Information – 33 Moore Street Liverpool.pdf

Does the CD or USB contain files which are named correctly and the content exactly matches all hardcopies and documents submitted with this application?

☐ Yes ☐ No

Office
Use



Documentation checklist

Documents required for every Application:

- A draft planning proposal is required to accompany all applications to amend the LEP.

Office
Use

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Copies of documents required:

- 2 hardcopies of all plans and documents are required.
- Digitalised CD or USB is required for all applications. Please note that Council is unable to accept this application without a digitalised CD or USB, in the required format attached.

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Site plans and drawings must include the following:

- Plans are to be A3 size or larger
- Plans to scale 1:100, 1:200
- North point and site address
- Date
- Description of plan/drawing
- Architect/designer name and contact details
- Copies of plans are to be folded to A4 size with a title block on the front
- Levels to Australian Height Datum (AHD)
- Trees on subject and adjoining properties are to be shown
- Personal details are not to be placed on plans or documentation

All requirements have been checked and provided?

☐ Yes ☐ No

☐

Applicant/s details and declaration

NOTE: Pages 5 - 6 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):

**Office
Use**

Full Given Names or Company Contact Person:

House/Unit No:

Street:

Suburb:

Postcode:

Home Phone:

Business Phone:

Mobile:

Fax:

Email:

Applicant(s) Declaration

Is any applicant a member of Council staff or a Councillor of Liverpool City Council or have a relationship to any staff, which may present a potential conflict of interest?

☐ Yes ☐ No If yes, please state relationship:

Have you or anyone with a financial interest in this Development Application / Construction Certificate made a political donation or gift to any relevant party or person in the last 2 years?

☐ Yes ☐ No (If yes, please complete disclosure statement which is available on Council's website)

I/we declare that all required documentation has been provided and is to an acceptable standard and all the information in the application and the checklist submitted are, to the best of my/our knowledge, true and correct. ☐ Yes ☐ No

Signature(s):

Date:

☐

Print name(s)

Release of determined application

Would you like your assessed application to be: (Please tick relevant box)

☐ Posted ☐ Held for collection at Council

Signature when collected:

(Only the applicant or person authorised by the applicant can collect the consent - Authorisation may be required)

Date:

☐

Once lodged, you can track the progress of your Application online via Council's e-planning tool, simply visit www.eplanning.liverpool.nsw.gov.au

Owner's consent and declaration

Note: Pages 5 – 6 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):

Office
Use

Full Given Names or Company Contact Person:

House/Unit No:

Street:

Suburb:

Postcode:

Home Phone:

Business Phone:

Mobile:

Fax:

Email:

Owner(s) Declaration

Is any owner a member of Council staff or a Councillor of Liverpool City Council or have a relationship to any staff, which may present a potential conflict of interest?

☐ Yes ☐ No If yes, please state relationship:

Have you or anyone with a financial interest in this Development Application / Construction Certificate made a political donation or gift to any relevant party or person in the last 2 years?

☐ Yes ☐ No (If yes, please complete disclosure statement which is available on Council's website)

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

☐ Yes ☐ No

Signature(s):

Date:

Print name(s)

Owner(s) consent requirements

- Owner(s) – all owners MUST sign, or written consent must be obtained and included with this application
- Company – If the owner is a company, owner's consent is to be provided on a company letterhead
- Common seal affixed to, and execution of, owner's consent form in accordance with s127(2) of the *Corporations Act 2001*. If there is no common seal, a company letterhead is acceptable together with an updated ASIC Company Extract and other relevant supporting documentation.
- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence eg Registration of Power of Attorney, executor, trustee etc
- Strata Title/Body Corporate – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
 - (a) Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate
- If the property has been recently sold, documentary evidence of the sale must be provided such as the Certificate of Title or a letter from your solicitor confirming settlement or the previous owner(s) providing owner's consent.