



REQUEST TO AMEND CESSNOCK LEP 2011

*For use when requesting an amendment
to the Cessnock Local Environmental Plan 2011*

Revision No. 09-07-2015

OFFICE USE ONLY

PP No:

Parcel No:

Fee Paid:

Receipt No:

Date:

PART 1 – PROPOSAL DETAILS

1. INFORMATION FOR PLANNING PROPOSAL

Prior to lodging this form, please refer to Council's Planning Proposal Checklist (attached) for information on what you will be required to lodge with this form. Failure to submit all necessary information may result in a delay in the processing of your Planning Proposal. You must provide completed and signed document checklists. Fees must be paid at the time of lodgement.

2. PROPONENT DETAILS *(Individual or Company)*

Private Applicant	Council	Public Authority
Surname:		First Name:
Company Name:		ABN:
Postal Address:		
Suburb:	State:	Postcode:
Phone:	Mobile:	
Email:	Fax:	
Customer Reference:		

3. PROPERTY DETAILS *(if multiple please provide full detail in appending document)*

Unit No:	House No:	Street:
Suburb:		Site Area m ² :
Lot	Section	Plan (DP/SP)

If multiple properties please attach a complete list.

4. PLANNING PROPOSAL DESCRIPTION

4.1. PROPOSED AMENDMENTS TO CESSNOCK LOCAL ENVIRONMENTAL PLAN 2011 *(Please tick all that apply)*

<input type="checkbox"/>	Additional Permitted Uses (APU)	<input type="checkbox"/>	Hunter Economic Zone (HEZ)	<input type="checkbox"/>	Noise Exposure Forecast
<input type="checkbox"/>	Acid Sulfate Soils (ASS)	<input type="checkbox"/>	Habitat Corridors	<input type="checkbox"/>	Obstacle Limitation Surface
<input type="checkbox"/>	Dwelling Entitlement (DWD)	<input type="checkbox"/>	Height of Building (HOB)	<input type="checkbox"/>	Urban Release Area (URA)
<input type="checkbox"/>	Floor Space Ratio (FSR)	<input type="checkbox"/>	Lot Size (LSZ)	<input type="checkbox"/>	Other – Please specify.
<input type="checkbox"/>	Heritage (HER)	<input type="checkbox"/>	Land Zoning (LZN)	<input type="checkbox"/>	

4.2. DESCRIPTION OF PROPOSED AMENDMENT

5. PRE LODGEMENT MEETING

Has a pre lodgement meeting been held with Council's Strategic Land Use Planning staff? (If no continue to next section).	Yes	No
Have all of Council's requirements following pre lodgement meeting been met?	Yes	No

If no, why?

Council Ref No: e.g. 55/2015/999	55 /
----------------------------------	------

Name of Officer:	Date:
------------------	-------

6. APPLICABLE FEE/s

Phase 1 fees are to be paid on lodgement in accordance with Council's [Fees and Charges Schedule](#) for the relevant category as determined by Council's Strategic Land Use Planning section.

Subsequent phases will be invoiced at relevant milestones.

Category A

Category A Planning Proposals is those that do not require supporting studies such as flora and fauna, traffic and noise assessments etc. This category is usually associated with zoning anomalies

Phase 1 – Application	Paid		Office use only
-----------------------	------	--	-----------------

Category B

Category B Planning Proposals are those which are neither Category A nor Category C.

Phase 1 – Application	Paid		Office use only
-----------------------	------	--	-----------------

Additional fees for any Draft Local Environmental Plan requiring re-exhibition are to be paid prior to re-exhibition

Category C

Category C Planning Proposals are significant and complex applications that require the concurrent preparation of Development Control Plans (DCP) and Developer Contributions.

Phase 1 – Application	Paid		Office use only
-----------------------	------	--	-----------------

Additional fees for any Draft Local Environmental Plan requiring re-exhibition are to be paid prior to re-exhibition

Note: *Unexpended monies will be carried over to the subsequent phase where applicable. Any unexpended monies following the conclusion, cancellation or decision of Council not to proceed with the Planning Proposal shall be refunded to the applicant.*

7. GIS DATA

Will this Planning Proposal require modifications to the Local Environmental Plan Map?

Yes

No

If Yes, please indicate the Data Coverage Extent required by the Proponent to prepare the Planning Proposal Map.

Top Left: Lot..... Section..... DP.....



Bottom Right: Lot.....Section..... DP.....

If GIS Data is required, during preliminary enquiries the GIS Team will contact the Proponent to arrange the supply of LEP Datasets. Base GIS data which will include cadastre, LEP and LEP Template datasets will be made available to the proponent under a temporary licence agreement to assist in the preparation of the Planning Proposal Map.

Data Deliverables - Proponent

The proponent shall provide GIS layers as required by Council and in accordance with the following:

- When preparing the GIS Data, the Department of Planning and Environment's [Standard Technical Requirements for Local Environmental Plan Mapping](#) should be referenced to ensure Colours / Styles match the Standard.
- GIS dataset(s) are to be supplied in MGA Zone 56 (GDA 94) map projection; and
- Ownership of supplied GIS data is to be assigned to Cessnock City Council.

8. OWNERS ACKNOWLEDGMENT

Have you consulted the owners in the development of the Planning Proposal?	Yes	No
--	-----	----

9. POLITICAL DONATIONS AND GIFTS (Sect 147 (4) of the EP&A Act 1797)		
Have you, or any person with a financial interest in this application, made a political donation in the form of money or gift of value greater than \$1000) to a Cessnock City Council Councillor during the past 2 years?	Yes	No
If Yes, you are required to submit a Statement of Disclosure of Political Donations and Gifts with your application. For more information regarding Disclosures of Political Donations and Gifts and to obtain a Disclosure form, visit Council's website www.cessnock.nsw.gov.au or contact Council's Customer Service Centre.		
10. PROPONENT DECLARATION		
<ul style="list-style-type: none"> I/We declare that all the information in the proposal and checklist is, to the best of my/our knowledge, true and correct. I/We give consent to Cessnock City Council to use the proposal, plans, and documents, including designs, provided in support of this proposal for assessment, advertising, and notification purposes. This includes use of the plans and or documents for peer review by external consultants at Council's discretion. I/We assign ownership of the GIS data supplied with, or in association with, the Planning Proposal subject of this application to Cessnock City Council. 		
Applicant(s) Name:		Date:
Company Name:		
Applicant(s) Signature:		
11. PRIVACY DISCLOSURE		
Purpose	To provide Council with information relating to your request to amend the <i>Cessnock Local Environmental Plan 2011</i> and assist in implementing administrative and associated processes.	
Intended Recipients	Council staff, noting that information is publicly available under the <i>Government Information (Public Access) Act 2009</i> (NSW) (GIPA).	
Supply	Voluntary, noting that the provision of the information requested is to assist Council in the assessment of the request to amend the <i>Cessnock Local Environmental Plan 2011</i> .	
Consequence of non-provision	Delay in assessing the request to amend the <i>Cessnock Local Environmental Plan 2011</i> .	
Storage and Security	This form will be saved in Council's main records management database when the request has been processed and the enquiry is completed. The retention of the form will be managed in accordance with the <i>State Records Act 1998</i> relevant records management legislation.	
Access	Information provided to Council is subject to a release under the <i>Government Information (Public Access) Act 2009</i> (NSW) (GIPA).	
PART 2 – PLANNING PROPOSAL CHECKLIST		
12. MANDATORY INFORMATION TO BE INCLUDED WITH THE REQUEST		
Yes	Criteria (Mandatory)	
	Completed Form	
	Completed Statement of Disclosure of Political Donations	
	1 (one) copy of the draft Planning Proposal and supporting studies (<i>An additional three (3) copies to be provided prior to Public Exhibition</i>)	
	1 (one) electronic copy of the draft Planning Proposal.	
	Naming convention of electronic documentation complies with Council's naming convention provided at clause 15 of this application.	
	Fees (<i>as relevant, please contact Council's Strategic Land Use Planning unit on 02 4993 4183</i>)	
13. PLANNING PROPOSAL		
The Planning Proposal must be prepared in accordance with the Department of Planning and Environment's Guide to Preparing Planning Proposals and Guide to Preparing Local Environmental Plans. The proposal must address and include the following mandatory criteria:		
Yes	Criteria (Mandatory)	
	Objectives or intended outcomes of the Planning Proposal	
	An explanation of the provisions that are to be included in the LEP	
	Justification for those objectives, outcomes and provisions	
	Relationship to the strategic planning framework, including compatibility with: <ul style="list-style-type: none"> - Lower Hunter Regional Strategy - Council's Planning Strategies - Applicable State Environmental Planning Policies 	

- Applicable Ministerial Directions (s 117 directions)

Mapping of amendments to Cessnock LEP and area to which the Planning Proposal applies

14. ELECTRONIC DOCUMENTATION REQUIREMENTS

Council will require all application forms, plans and associated documentation required for a Planning Proposal to be lodged in an electronic format.

In addition to hard copies, all documents and plans need to be submitted as an electronic format using a CD or USB or similar.

All electronic documents submitted with a Planning Proposal need to satisfy the following criteria:

1. **PDF Format**- all documents, plans, application forms etc. must be submitted as individual PDF files for each document or plan or application form e.g. Survey plans must be one pdf document, each supporting study must be on a separate pdf document. PDF documents can consist of numerous pages. Security settings must not be applied to electronic documents.
2. **Plans** – must be to scale, dated, labelled, and titled appropriately.
3. **Mapping** – All proposed mapping amendments to Cessnock LEP are to be provided in accordance with **clause 7** below.
4. **File names** –all electronic documents, including plans and application forms are to be submitted in accordance with the file naming convention at **clause 15** below
5. **Accuracy** – electronic documents must be exact reproductions of the original hard copy documents or plans.

Electronic documents lodged with Council may be published on Council's webpage.

15. FILE NAMING PROTOCOL

The naming convention of each document should follow the example below:

Planning Proposal _ Description _ Planning Proposal Application Form _ Author

Examples:

Planning Proposal _ Urban Release Area _ Planning Proposal Form _ Cessnock City Council

Planning Proposal _ 62 Vincent Street, Cessnock _ Economic Impact Assessment_ Cessnock City Council

PART 3 – LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

Payment Method

By mail - Cheque, Money Order or Credit Card (*complete the section below*)

Lodge in person (between 9am – 4.30pm) at Council's Administration Building

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

You will need to spend some time with a Customer Service Officer when lodging your request. Typically you will require 30 minutes, however this may vary depending on the complexity of your request.

Payment Method

In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.

How to Contact Us

Phone: (02) 4993 4100
Fax: (02) 4993 2500
Email:
council@cessnock.nsw.gov.au
Website:
www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
**Payments are accepted until 4.30pm*

Fees

Fees are calculated in accordance with Council's adopted [fees and charges](#).

If you require further information regarding this request, please contact Council's Customer Service Centre on (02) 4993 4100.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council's Call Centre using a call in or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name:	
Payment Contact Phone Number:	