



Proposed Action – Application

In accordance with the *Environment Protection Biodiversity Conservation Act 1999* and the *Sydney Harbour Federation Trust Act 2001*.

OFFICE USE ONLY

Date Received: _____

Application No.: _____

If there is insufficient space on the form to provide the information required, please supply this on a separate sheet. Not all questions will be applicable.

1. Applicant Details

Title: _____ Full name or company name: _____

ABN: _____

Postal Address: _____

Contact person (when a company is the applicant): _____

Daytime Phone: _____ Fax: _____ Mobile: _____

Email: _____

Signature / Company Seal: _____

2. Site Details

Please contact the Trust if you are unsure of how to best describe the site details.

Management Plan Precinct: _____

Room number / Building No. and name / Street: _____

Existing use of building / site (*where applicable*) _____

3. Pre-Lodgment Consultation

Applicants will need to meet with the Trust's planners to discuss the proposal and lodgment requirements before submitting the application for assessment. To organise a meeting, please call the Trust's planners on 8969 2100.

For this application, have you had a pre-lodgment meeting with the Trust? Yes No

Have you read the Application Pack Information Sheets? Yes No

4. Proposed Action – Description / Compliance with Plans / Impacts

The Application must be accompanied by a Planning Statement. Information Sheet No.5 sets out the matters that need to be addressed in the Planning Statement.

Is a Planning Statement attached which:

1. Provides a detailed description of the proposed action;
2. Outlines how the proposal complies with relevant plans and policies;
3. Identifies the potential impacts and the steps that will be taken to protect the environment or mitigate the harm; and
4. Provides any other relevant information? Yes No

Is other information required (such as drawings, Heritage Impact Statement etc) Yes No
If YES, please indicate these on the Checklist in Section 8 of this Form.

5. Cost of the Proposal (Including GST)

This information will be used to calculate the application fee, which is charged in accordance with the SHFT Act and Regulations. For all proposals over \$2 million, a Quantity Surveyor's Certificate of Cost must be submitted with the application. The estimated cost is subject to a check by the Trust.

The estimated cost of the proposed action: \$ _____

Total Application Fee lodged (including advertising fees where required) \$ _____

6. Leasing & Conditions

Has a Lease been agreed to? Yes No

What is the agreed (or proposed) Lease period? _____

Is there an Approval-in-Principle? Yes No

If yes, is the proposal consistent with the planning conditions (if applicable)? Yes No

(If NO, please provide details on a separate sheet)

7. Landowner's Consent

Applications lodged with the Trust will be for Trust land (as defined in the SHFT Act 2001) which is land that is vested in the Trust. Landowner's consent is required before the application can be assessed.

As landowner, the Sydney Harbour Federation Trust consents to the lodgment of this application. Whilst the Trust has given owner's consent to lodge this application, this:

- i) in no way limits any rights the Trust may have as landowner; and
- ii) does not imply an approval for the application, which will be assessed on its merits in accordance with the provisions of the *Environment Protection and Biodiversity Conservation Act 1999*, and the Trust's Plans and Policies.

.....Date...../...../20.....
SHFT Executive Director

8. Checklist

Submitting the application: Before submitting the application, please ensure that all the required information has been provided. Applications that do not include the required documentation of an acceptable standard will not be accepted. Please refer to the Information Sheets and also to the Notes in Section 13 of this form.

Please provide 3 sets of each required document. Major proposals will require additional sets. Drawings and Plans are to be in A3 format.

A. The following is required for every application (Tick box if provided).

- Completed Application Form** (Only 1 copy required)
- Planning Statement** (see Information Sheet No. 5)

B. The following information may be required depending upon the nature of the proposed action.

- Heritage Impact Statement**
- Species Impact Statement**
- Survey Plan** (for all new buildings)
- Drawings including plans, elevations and sections** (See Note 1)
- Site Analysis Plan** (See Note 2)
- Quantity surveyors certificate of cost of development report** (For actions over \$2 million)
- Photomontages** (for all new buildings and major alterations)
- Perspectives** (for all new buildings and major alterations)
- Sample board / Finishes** (for all new buildings and major alterations)
- BCA Statement / building services report** (for all new buildings / major alterations or varying BCA provisions)
- Noise Impact Statement**
- Transport, Traffic and Parking Statement**
- Energy and Water Conservation Report** (for all new uses / buildings / major alterations)
- Waste Management Report** (for all new uses / buildings / major alterations and demolition)
- Security Management Plan**
- Remediation Action Plan** (for contaminated sites and where Trust has not already prepared a RAP)
- Details of Demolition / excavation works**
- Other**

9. Conflict of Interest

For proposed actions where the Harbour Trust is not the proponent, does the applicant have any relation to any Harbour Trust employee or Board member or is the application being lodged on behalf of someone who has such a relationship?

Yes No If YES, please provide details on a separate sheet.

10. Privacy Policy

- The information provided in this application will enable your application to be assessed by the Harbour Trust and any relevant Commonwealth Government agency.
- If the required information is not provided, your application will not be accepted.
- Your application may be exhibited and publicly advertised, depending upon the nature and scale of the proposal.
- The Trust will keep the application in a register that may be viewed by the public. Please contact the Trust if the information you have provided in your application is incorrect or changed.

11. Declaration

- I apply for approval to carry out the proposed action described in this application. I declare that all the information in the application and checklist is to the best of my knowledge, true and correct. NOTE: It is an offence to knowingly make a false or misleading statement in, or in connection with, this application, or any document lodged with this application, under the *Criminal Code Act 1995*.
- I also understand that if the information is incomplete, the application will not be registered and may be delayed or rejected or more information may be requested. If the further information is not supplied in a timely manner, the documents and fees may be returned to the applicant.
- I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted.

Signature.....Date.....

12. Lodgment Information

All applications to be lodged at: **Sydney Harbour Federation Trust**
PO Box 607
Mosman NSW 2088
Tel 02 8969 2100

If you require further information on completing this form, the Trust Planners may be contacted on 02 8969 2100

13. Notes

Note 1

Plans or drawings describing the proposed action must indicate (where relevant):

- The location of the proposed new use/building/works (including extensions or additions to existing buildings or works) and its relationship to adjoining areas
- Floor plans of proposed buildings showing layout, partitioning, room sizes and intended uses of each part of the building
- Elevations and sections showing proposed external finishes and heights
- Proposed finished levels of the land in relation to buildings and roads
- Building perspectives, where necessary to illustrate the proposed building
- Proposed parking arrangements, entry and exit points for vehicles, and provision for movement of vehicles within the site (including dimensions where appropriate)
- Proposed landscaping and treatment of the land
- Proposed methods of draining the building / site

Note 2

A plan of the land must indicate relevant features of the site and its context (The Trust will provide the applicant with a detailed land survey)