Sydney Harbour Federation Trust Guide to the Planning, Application and Assessment Process

Leasing / event application and pre-lodgment of planning application

Leasing / Event Applications

- Harbour Trust Tenant Selection Committee or Executive Director considers leasing or event proposal
- Decision is informed by advice from planning, heritage and other Harbour Trust subject matter experts
- Existing lessees and licensees wishing to undertake works should discuss if approval via this process and/or a change to their existing lease/licence is required

Planning Guide

- Most leasing or licencing proposals for Harbour Trust land that involve a change of building use, any works (however minor), and some events, will require lodgement of a planning application (DA) to the Harbour Trust
- Optional preliminary discussion regarding potential planning application
- All events need to provide detailed plans as part of their proposed event with the licence agreement, even if a DA is not required

Pre-lodgement Meeting

- To be attended by tenant/event organiser and their building/design representatives, Harbour Trust planners, events and/or property teams
- Meeting to be held within 5 working days of request

Gateway

- Harbour Trust reviews application for adequacy
- Harbour Trust provides feedback to applicant generally within 10 business days of receipt of application
- Harbour Trust to advise applicant if application will be considered "standard" or "complex"

Lodgement of Planning Application

- Application form
- Application fee
- Written planning statement (similar to a Statement of Environmental Effects)
- Drawings
- Reports

Planning Process and Requirements

- Harbour Trust to provide information about the planning process and lodgement requirements to applicant
- Information is generally provided to applicant within 10 working days of pre-lodgement meeting

Assessment

- Assessment "clock" commences following receipt of complete application and payment of the assessment fee
- Assessments are generally completed according to the complexity of proposal:
- Standard 20 business days (approx)
- Complex 30+ business days

Stop the Clock

The assessment process will pause or re-start if:

- Unforeen issues arise during the assessment process
- The proposal changes substantially during the assessment process
- Proposals are referred to the Department of Agriculture, Water and the Environment for assessment
- Proposals are placed on public exhibition
 - The application fee has not been paid

Request for Additional Information

- If additional information is requested by the Harbour Trust to finalise the assessment process, it must be provided to the Harbour Trust within the timeframe agreed with the Harbour Trust
- Assessment timeframes will pause or re-start if additional information is required

Applicant Appoints Private Certifier

- Applicant reviews conditions of approval and appoints Private Certifier and expert tradespeople where appropriate
- Certifier gathers, reviews and endorses documentation listed in planning permit
- Certifier provides endorsed documents to Harbour Trust

Determination

- Applications are approved with conditions or refused
- Planning permits and conditions are issued under Sections 9 and 10 of the Sydney Harbour Federation Trust Regulations 2021

Changes to Proposal during Harbour Trust Assessment

- Minor changes assessment clock will re-start. Amended plans and/or reports may be required to clarify the extent and impact of the proposed changes
- Major changes original application is to be withdrawn and a new application lodged

September 2021



Private Certifier Contacts Harbour Trust

- The appointed private certifier must contact the Harbour Trust to be briefed on Harbour Trust expectations, processes and timeframes prior to seeking approval to commence works
- Approval to commence works is issued by Harbour Trust (NOT Council or a Certifier)

Construction Approval

- Issued by Harbour Trust after receipt of detailed construction drawings and written statements that have been endorsed by qualified Certifier
 - Usually issued within 5 business days after receipt of adequate information
- Approval to commence works is issued by Harbour Trust (NOT Council or a Certifier)

Occupation Approval

- Issued by Harbour Trust after receipt of detailed as-built drawings and certificates that have been endorsed by qualified Certifier
- Usually issued within 5 business days after receipt of adequate information
- Approval to occupy a premises is issued by Harbour Trust (NOT Council or a Certifier)





Sydney Harbour Federation Trust Guide to the Planning, Application and Assessment Process

ASSESSMENT TIMEFRAMES: If a proposal changes substantially during the assessment process, or if additional information is required, **the assessment process including timeframes will** *pause* **or** *re-start* i.e. the assessment "clock" will stop. Applications may need to be withdrawn and re-submitted.

Standard applications include signage, minor office fitouts, installation of partitions, new plumbing/electrical services, minimal changes to original building fabric, no change of building use. **Complex applications** include complex or extensive works, applications that are placed on public exhibition, change or intensification of building use, new food and beverage, bushfire considerations, likely impact on heritage fabric.

Applications may be *referred* to the Department of Agriculture, Water and the Environment under the *Environment Protection and Biodiversity Conservation Act 1999*. Feedback may be sought from other agencies on applications involving liquor, childcare, or impacts beyond Harbour Trust land e.g. bushland, waterways or the atmosphere.

