



# REQUEST TO REVIEW DCP AMENDMENT PROPOSAL

This form is to be completed when requesting Council to review a Development Control Plan (DCP) amendment proposal.

Singleton Council  
Queen Street  
Singleton NSW 2330

Postal Address:  
PO Box 314  
Singleton NSW  
2330

Phone: (02) 6578 7290  
Fax: (02) 6572 4197

Planning and Sustainable Environment Group

## 1. Payment details

Eftpos       Credit card       Cheque       Cash

Card name:

Card number:

Expiry date:

Signature:

### Office use only

Fee paid (270):

Receipt number:

Receipt date:

### Please note:

On the 01 July 2015, Council's fees and charges for processing DCP amendment requests changed to a staged 'fee for service' payment system. Refer to Council's [adopted fees and charges](#) for information about fee stages and fee amounts. Once a request to review a DCP amendment proposal has been lodged, no additional information should be submitted to Council unless specifically requested by Council. Fees and charges have been determined based on receiving complete information at lodgement.

## 2. Details of applicant (land owner or person acting on behalf of land owner)

Full given name OR Company & ABN:

Family name OR Company contact person:

Applicant postal address:

Suburb:  State:  Postcode:

Email address:

Telephone:  Fax:

Mobile:  Your reference:

## 3. Land subject of DCP amendment proposal

Lot/Section:  DP/SP:  Area:

Lot/Section:  DP/SP:  Area:

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Lot/Section:  DP/SP:  Area:

Lot/Section:  DP/SP:  Area:

Additional parcel list attached (required when the DCP amendment proposal relates to more than 5 parcels. The list must include lot sizes)

#### 4. Details of DCP amendment proposal

Select the checkboxes next to the statements that apply to the DCP amendment proposal:

- I am seeking to amend the Maximum Building Height Map in relation to the land.
- I am seeking to amend the Master-Planned Site Map in relation to the land.
- I am seeking to amend the Biodiversity Protection Map in relation to the land.
- I am seeking to incorporate special requirements for development of the site into Part 3 of the DCP.
- Other:  (please specify)

#### 5. Required information and format

Select the relevant checkboxes to confirm that the required information is being lodged with the request to review the DCP amendment proposal:

- A PDF copy of the DCP amendment proposal is being lodged with this form.
- A complete set of maps showing the DCP amendment proposal is being lodged in AutoCAD DWG format with this form.

Please note:

All lodgement information for the DCP amendment proposal is to be provided on CD or DVD and should be consistent with the format of the *Singleton Development Control Plan 2014*. If supported, Council will be using the information to prepare an amended version of the Singleton Development Control Plan 2014 and associated reports. To provide for copying, splitting and collating of PDF material, PDF digital security measures must be disabled. Copyright restrictions must also be waived for the purposes of Council processing the DCP amendment request and preparing the DCP. It is the responsibility of the applicant to ensure that digital security measures are disabled and copyright restrictions are waived. Failure to remove digital security measures and copyright restrictions may generate processing delays. Maps must use Map Grid of Australia (MGA Zone 56 – GDA94) coordinates.

#### 6. Supporting studies

Select the relevant checkboxes to indicate any study information being lodged with the request to review the DCP amendment proposal:

- Aboriginal cultural heritage due diligence assessment
- Demand and supply assessment
- Net community benefit test
- Biodiversity impact assessment
- Contamination assessment
- Flood study
- Land capability assessment
- Sewer and/or water servicing strategy
- Traffic and/or transport study
- Odour assessment
- Socio and/or economic impact assessment

## 7. Owners consent

**Note:**

Every owner must sign this form (or attach a separate letter signed by each owner if more space is required). If the property is owned by a company, consent to lodge this application is required consistent with Corporation law. Any person who signs on behalf of a company must state the authority by which that person acts and must print their name and position. If you do not provide the information (or any part of it) your application may not be accepted.

Council is bound by the [Privacy and Personal Information Protection Act 1998](#) (NSW). The information submitted in relation to this application will be placed in a public register and may be made available for public inspection. Council is required under the Act to inform you how your personal information is being collected and used. If you require any further information, please contact Council's [Customer Service Centre](#).

**As the owner of the land to which this application relates, I/we consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections. I understand that by signing this form, I am also authorising the applicant, as identified on this form; to act on my behalf. I understand that the applicant, as identified on this form; is the contact for Council's enquiries about the application.**

**I understand that under Section 147 of the [Environmental Planning and Assessment Act 1979](#), I must disclose any reportable political donation to a councillor and/or a Council employee within a two (2) year period before the date of this application. I also understand that information submitted in relation to this application may be made publicly available and published on the Council's website.**

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Owner name	Owner signature	Date	Lot number and SP/DP
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Owner name	Owner signature	Date	Lot number and SP/DP

**8. Applicant declaration** (all checkboxes must be selected by the applicant to confirm the applicants acceptance of the conditions)

- I understand that under Section 147 of the [Environmental Planning and Assessment Act 1979](#), I must disclose any reportable political donation made to a councillor and/or a Council employee within a two (2) year period before the date of this application (refer to Council's website for the [Political donations and gifts disclosure statement form](#)).
- I understand that the information submitted in relation to this application may be made publicly available and published on the Council's website.
- I confirm that I have reviewed the requirements of this form and that I am responsible for ensuring that this form is completed accurately and that all required information has been lodged with this form.
- I declare that the consent of all owners of the land subject of this application has been obtained and is provided on this form.
- I understand that Council may recommend changes from the requested DCP amendment proposal or decide not to support the requested DCP amendment. I also understand that the response to this request to review the DCP amendment proposal will indicate whether Council staff will prepare a draft DCP for consideration by the elected Council.
- I understand that if a positive response is issued by Council for the DCP amendment proposal, the next step is for the Council to prepare a draft DCP based on the information lodged for the review. The fees for preparation of a draft DCP and for the individual steps associated with the Draft DCP process are identified in Council's adopted [fees and charges schedule](#). Fees are invoiced at relevant stages throughout the process.
- I understand that the fee charged for the review of the DCP amendment proposal (refer to Council's adopted [fees and charges](#)) have been determined based on receiving complete information at the time of lodgement of this application and that a new application may need to be submitted should further information be submitted for Council's review after the date of lodgement.
- I declare that all information given is true and correct and understand that if incomplete, the application may be rejected.
- I hereby request Council to undertake a review of the DCP amendment proposal lodged with this form.

Applicant name

Applicant signature

Date signed

**9. Political donations and gifts disclosure statement**

Select the relevant checkbox:

- Yes - A political donations and gifts disclosure statement has been lodged by the applicant/land owner for this application.
- No - A political donations and gifts disclosure statement is not being lodged in relation to this application.