



Application for a Planning Permit

Approval from the Sydney Harbour Federation Trust (the Harbour Trust) is required for any works to, or use of, Harbour Trust land and buildings. Planning permits and conditions are issued in accordance with the *Sydney Harbour Federation Trust Act 2001* (Harbour Trust Act) for approved applications. Some more complex applications may need to be referred to the Department of Environment and Energy for consideration and separate approval under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

All Sydney Harbour Federation Trust sites are unique and have heritage significance. Approval is required for building fitouts and repairs, landscaping, signage, changes of use and major events, prior to any works or activity commencing.

Applicants are required to meet with the Harbour Trust to discuss the proposal. To arrange a meeting, please call the Harbour Trust planning team on 02 8969 2100.

If there is insufficient space on the form to provide the information required, please supply this on a separate sheet. Please note: not all questions may be applicable to each application.

How to complete this form:

1. Before completing this form, please read the documents (where relevant) as they contain important information about the issues you need to consider when seeking approval for works and/or use:

- Planning Guidelines (detailed)
- Frequently Asked Questions
- Fees and Charges
- Information Sheets for Commercial Fitouts (summary)
- Information Sheets for Food and Beverage Fitouts (summary)
- Information Sheet for Signage (detailed)

2. Save this form to your computer before completing it.

3. Complete Part I with your payment details to pay the assessment fee (refer to Fees and Charges).

4. Ensure all sections of the form have been completed and are correct.

5. Attach additional information such as drawings and specialist reports.

6. Sign, print and scan the declaration at Part H before submitting your application by email, disc, USB or post.

The Harbour Trust uses an electronic document management system. All required documents must be lodged electronically as well as in hard copy.

Office Use Only

Planning Application Number:

Date Complete Application Received:

Part A: Information about the Applicant

Title:		Full Name:	
Company Name:		ABN:	
Position:			
Postal Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Email:			
Have you read the Planning Guidelines?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you had a pre-DA meeting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Part B: Building Location

Site:	
Management Plan:	
Building Name and Number:	
Suite / Room:	

Part C: Proposed Works and Use

Proposed Use (select all that apply):

Commercial <input type="checkbox"/>	Education/childcare <input type="checkbox"/>
Retail <input type="checkbox"/>	Health and well-being <input type="checkbox"/>
Food and beverage <input type="checkbox"/>	Community <input type="checkbox"/>
Residential <input type="checkbox"/>	Industrial <input type="checkbox"/>
Arts and crafts <input type="checkbox"/>	Office <input type="checkbox"/>
Event <input type="checkbox"/>	Other (if selected please describe below) <input type="checkbox"/>

Proposed Works (select all that apply):

Signage <input type="checkbox"/>	Furniture (free standing/fixed) <input type="checkbox"/>
Office fitout/partitions <input type="checkbox"/>	Floor coverings (not fixed/fixed) <input type="checkbox"/>
Painting <input type="checkbox"/>	Landscaping <input type="checkbox"/>
Plumbing/electrical <input type="checkbox"/>	Outbuildings/garages/swimming pools/ pergolas <input type="checkbox"/>
Air conditioning/fire services/telecommunications <input type="checkbox"/>	Demolition of building/structures <input type="checkbox"/>
Installation of artwork/soft furnishings <input type="checkbox"/>	New structures (temporary/permanent) <input type="checkbox"/>

Other (please describe below)

Trading/Operating hours:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Number of Visitors/Clients when operational	
Number of Staff when operational			

Are drawings of the proposed works attached?

Yes No

Is a written Planning Statement (a detailed description of the proposed action, and any other relevant information) attached?

Yes No

Part D: Cost of Works

Cost of works:

\$

The cost of works includes all costs necessary to establish and operate the business or event, including the design and construction of buildings, structures, associated infrastructure and fixed or mobile plant and equipment.

A QS Certificate of Cost is attached?

Yes No

For all proposals over \$2 million, a Quantity Surveyor's Certificate of Cost must be submitted with the application.

Assessment Fee (refer to Schedule of Fees for more information):

Credit card details are provided at Part I

Part E: Consistency with Harbour Trust Comprehensive Plan and Management Plan

Is your proposal consistent with the Comprehensive Plan? (objectives and policies, site outcomes)

Yes No

Is your proposal consistent with the Management Plan? (objectives, outcomes)

Yes No

Describe below how the proposal is consistent:

Part F: Summary of Impacts

Heritage Impact

Is a heritage impact statement attached?

Yes No

Describe how proposal will affect the heritage values of the building or place:

Parking, Transport and Deliveries

Describe how staff and visitors will access the site:

Describe how deliveries will be managed:

How many parking spaces may be used:

Is a Transport Management Plan attached?

Yes No

Building Compliance

Demonstrate that compliance with the National Construction Code (Building Code of Australia) can be achieved, particularly in relation to the provision of sanitary facilities for staff and clients, and fire safety.

Is a NCC (BCA) assessment attached?

Yes

No

Is a Fire Safety Schedule attached?

Yes

No

Construction Management

Describe how construction works will be managed (include scheduling of works, number of staff and vehicles, any works compounds):

Is a detailed Construction Management Plan attached?

Yes

No

Is a Private Certifier engaged?

Yes

No

Signage

Refer to the signage information sheet for assistance

Note: All buildings have heritage significance. Signage is to be attached using approved methods only.

Is signage proposed?

Yes

No

Is an image of proposed signage (including location) attached?

Yes

No

Describe proposed signage including size, colours, materials and how it will be held in place:

Landscaping

Are landscaping works proposed?

Yes

No

Is a landscaping plan attached?

Yes

No

Describe proposed landscaping including vegetation types and construction materials:

Contamination and Hazardous Materials

Does the proposal disturb existing contamination or hazardous materials?

Yes

No

Does the proposal involve the use of contaminants or hazardous materials?

Yes

No

Describe how contaminants or hazardous materials will be managed:

Noise and Visual Impact

Does the proposal involve illumination or include other signage, decorations or furniture that is visible from the public domain?

Yes

No

Describe these items:

Will proposal generate noise that is audible from the public domain during construction or operation?

Yes

No

Is a noise management plan attached?

Yes

No

Describe all noise generating activities:

Food and Beverage

Does the proposal involve serving food or beverages to members of the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your fitout been reviewed by a food and beverage specialist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the proposal involve serving alcohol?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you obtained a liquor permit from the Sydney Harbour Federation Trust?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you registered your business with the NSW Food Authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Describe your food and beverage offering (include menu):

Waste Management

Is a waste management plan attached? Yes No

Describe how waste associated with the proposal will be managed:

Services

Is a services plan attached? Yes No

Have qualified tradesmen been engaged? Yes No

Are any changes to the following services proposed? (select all that apply):

Electricity <input type="checkbox"/>	Lighting <input type="checkbox"/>
Potable water <input type="checkbox"/>	Stormwater <input type="checkbox"/>
Waste water <input type="checkbox"/>	Gas <input type="checkbox"/>
Data <input type="checkbox"/>	Telecommunications <input type="checkbox"/>
Heating and air conditioning <input type="checkbox"/>	Grease trap <input type="checkbox"/>

Environmental Considerations and Ecologically Sustainable Development (ESD)

Will the proposal generate air or water pollution?

Yes No

Will the proposal affect flora or fauna?

Yes No

Does the proposal involve removal of any soil or vegetation or will any soil or vegetation be brought on site?

Yes No

Will the proposal cause other adverse environmental impacts?

Yes No

Describe any environmental impacts:

Describe how the proposal would be consistent with the principles of ESD:

Bushfire Management

Does the application involve a "Special Fire Protection Purpose" under *Planning for Bushfire Protection*?

Yes No

If yes, please write use below

Will the proposal generate sparks or naked flames?

Yes No

Is a bushfire management plan attached?

Yes No

Other Approvals

Does the application require approval from any other state or Commonwealth agency?

Yes No

if yes, specify below what approvals may be required

Note: approval from Council or NSW Department of Planning is not required for works on Harbour Trust land.

Part F: Disclosure of Interest

Does the applicant have any relation to any Sydney Harbour Federation Trust employee or board member, or is the application being lodged on behalf of someone who has such a relationship? If yes, please provide details

Part G: Collection and Use of Personal Information

The information provided in this form will enable your application to be assessed by the Harbour Trust and any relevant Commonwealth Government Agency.

Your application may be exhibited and publicly advertised, at the discretion of the Harbour Trust.

The Harbour Trust will keep the application in a register that may be viewed by the public. Please contact the Harbour Trust if the information you have provided in your application is incorrect or should be amended.

By completing this form, you agree to provide the Harbour Trust with personal information about you which means that your identity is apparent or can be reasonably ascertained.

The Harbour Trust complies with the Australian Privacy principles under the *Privacy Act 1988*. More information about how we manage privacy is available on our website www.harbourtrust.gov.au.

Part H: 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 under the *Criminal Code Act 1995* to knowingly make a false or misleading statement in, or in connection with, this application, or any document lodged with this application.
- 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.
- I acknowledge that if the information provided is misleading, any approval granted may be void.
- Any works undertaken without approval may be removed by Sydney Harbour Federation Trust at the applicant's expense.

Signature:

Date:

Lodgement Information

All applications to be lodged at: Sydney Harbour Federation Trust
28 Best Avenue (off Suakin Drive)
PO Box 607
Mosman NSW 2088
info@harbourtrust.gov.au

Office Use Only

Landowner's Consent

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

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

- a. In no way limits any rights the Harbour Trust may have as landowner; and
- b. Does not imply an approval for the application, which will be assessed on its merits in accordance with the provisions of the *Sydney Harbour Federation Trust Act 2001*, and the Harbour Trust's Plans and Policies.

Signature:

Date:

Part I: Payment Details

You can use this form to provide a credit card payment to the Harbour Trust for your application fee (refer to Fees and Charges).

Complete the section below to authorise the use of your credit card.

Credit Card Details	
Name on Card	
Credit Card Type	Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/>
Credit Card Number	
Expiry Date	
Total Amount	

* Please note a 3% surcharge applies to American Express cards.

** Diners club is not accepted