

SHELLHARBOUR DESIGN REVIEW ADVISORY PANEL APPLICATION AND CHECKLIST FORM

1 – Office Use Only

Application Number

Fees Paid

Date Paid

2 – Applicant details

Name / Company Name: _____

Contact Person: _____

Postal Address: _____ Postcode: _____

Phone: _____ Email: _____

3 – Property to be developed

Street No/s: _____ Street Name/s: _____

Suburb: _____

Lot/Section/DP No: _____ Lot/Section/DP No: _____

4 - Description of development

5 – Owner (s) consent

Name(s): _____

Postal Address: _____ Postcode: _____

Phone: _____ Email: _____

First Owner Name / Authorised Delegate: _____

Signature: _____ Date: _____

Second Owner Name / Authorised Delegate: _____

Signature: _____ Date: _____

Third Owner Name / Authorised Delegate: _____

Signature: _____ Date: _____

Note:

All registered owners of the land must sign this application form giving consent to the making of this application.

If the property is strata titled then the Strata Body Corporate must sign this application form.

Please note that if you have only recently purchased your property Council's records may still show the previous owner as the current owner. In such an event, a letter from your conveyancer or solicitor will be required stating that you are now the owner of the property.

6 – Details of previous interaction

- a. Is this your first request for the SDRAP to comment on this proposal?
 Yes No, how many times has the proposal been reviewed by SDRAP? _____
- b. Have you spoken about this application with a Council Officer?
 No Yes, with whom did you speak? _____
- c. Is it related to a current DA or Prelodgement Application?
 No Yes, please state the related application number _____

7 – Information to be submitted

- Summary of architectural proposal including an outline of what is being proposed including:
- floor area of the development
 - number, mix, size and accessibility of apartments
 - number of car parking spaces for use (residential, retail, accessible, visitor etc)
 - percentage of cross ventilation and daylight compliance
- Details about the site, including photos, information on natural and built features and adjoining development. Include boundary dimensions, the slope of the land and north point
- Completed compliance table provided of relevant LEP, DCP and SEPP (relevant to your proposal)
- Google SketchUp V14 (3D electronic model) showing views from adjacent streets and buildings
- A sample board (soft copy) of the proposed external materials, finishes and colours of the proposal, keyed to elevations
- Photomontages or similar rendering or perspective drawings illustrating the proposal in the context of surrounding development

9 – How the process works

- Once you have submitted the application and paid the relevant fee, you will be contacted by Council and advised of the meeting day and time of the DRAP. Meetings are held once at Council's Civic Centre, 76 Cygnet Avenue, Shellharbour City Centre.
- You are encouraged to request a meeting with the DRAP prior to a Development Application being lodged with Council or concurrently in the case of a Prelodgement Application.
 - The purpose of the meeting is to provide constructive advice on the design quality of development proposals. As far as possible this is done at the meeting, although the report of the Panel may contain additional comment. The comments do not bind Council Officers, the elected Council members, or other bodies beyond Council.
 - Meetings occur generally with 28 days of receipt of payment
 - A copy of the minutes will be made available to the applicant within 14 days of the meeting.
 - A proposal that has been redesigned to address earlier recommendations of the group can be resubmitted to the DRAP, by completing another application form and providing required information. The initial fee covers the first meeting and of required, one further meeting following a redesign. All other redesigns are subject to an additional fee.
 - The DRAP continues to operate as an independent advisory Group to Council and is also recognised by the Minister of Planning as a SEPP 65 Design Review Panel.

10 – Privacy Policy

This form is required by law and failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. The information will be stored in Council's records system and will be placed on Council's website or be subject to a request to access information under the Government Information (Public Access) Act 2009 (GIPA). Persons identified on this form may at any time, apply to Council for access or amendment of the information.

By completing this form you are enabling Shellharbour City Council to collect personal information for the purposes of assisting in the determination process of your application.

11 – Applicant Declaration

I have completed the Shellharbour Design Review Advisory Panel Application form and:

- All information in the application is to the best of my knowledge, true and correct
- I understand if the information is incomplete, the application may be rejected or more information may be requested
- I accept processing delays will arise if there are inadequacies with the application

Applicant Signature: _____ Date: _____

12 - How to lodge your application

Applications can be **lodged** either:

- In person, at the Customer Service Centre at the Civic Centre, or
- By email

Your application is not considered lodged until the required fees have been paid. If the application does not include payment we will contact you when payment is required.

You can pay the fees by cash, cheque, credit card or EFTPOS. Please note a merchant fee is payable on all credit card transactions.

We will **acknowledge** that we have received your application and the registered number of the application.

Council Offices

Shellharbour City Council
Civic Centre
76 Cygnet Avenue
SHELLHARBOUR CITY CENTRE NSW 2529

Phone: 4221 6111
Email: council@shellharbour.nsw.gov.au
Website: www.shellharbour.nsw.gov.au
eServices: www.shellharbour.nsw.gov.au

Postal: Locked Bag 155, SHELLHARBOUR CITY CENTRE NSW 2529