Planning Permit Application Form

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 sections 9 and 10 of the *Sydney Harbour Federation Trust Regulations 2021* (Harbour Trust Regulations) (Cth) for approved applications. Some more complex applications may need to be referred to the Department of Climate Change, Energy, the Environment and Water for consideration and separate approval under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). You can access the legislation at [www.austlii.edu.au](http://www.austlii.edu.au/).

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

Applicants are required to meet with the Harbour Trust to discuss the proposal. To arrange a meeting, please call or email the Harbour Trust planning team on 02 8969 2100 or [planning@harbourtrust.gov.au](mailto:planning@harbourtrust.gov.au)

If there is insufficient space on the form to provide the information required, please supply this on separate sheets or in supporting reports.

Use this form to make a new application to the Harbour Trust for a planning permit, or to vary (modify) an existing planning permit.

## About the Harbour Trust

The Harbour Trust is a self-funding Commonwealth Government agency responsible for the management of a number of sites around Sydney Harbour including Cockatoo Island, Headland Park (Mosman), North Head Sanctuary (Manly), Woolwich Dock and Parklands, Sub Base Platypus (North Sydney), Marine Biological Station (Watsons Bay), Macquarie Lightstation (Vaucluse) and Snapper Island.

## How to Lodge your Application

1. Before completing this form, please read the documents listed as they contain important information about the issues you need to consider when seeking approval for works and/or use:
   * *Guide to the* *Planning, Application and Assessment Process* (*Planning Guide*)
   * Fees and Charges
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.

**Refer to the *Guide to the Planning, Application and Assessment Process* (Planning Guide) for information about processing times.**

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| OFFICE USE ONLY | |
| |  | | --- | | PLANNING APPLICATION NUMBER: | | Click to enter text. |
| |  | | --- | | DATE COMPLETE APPLICATION RECEIVED: | | Click to enter a date. |

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| PART A(i): INFORMATION ABOUT THE APPLICANT | | | | | | | | |
| **IMPORTANT NOTES:**  **The Applicant is the person or organisation that has, or proposes to have, a lease or licence with the Harbour Trust for the subject property or area of open space.**  **The Harbour Trust will only issue a Planning Permit (with or without conditions) to the Applicant (lessee/licensee), not to their Agent or a third party.** | | | | | | | | |
| **TITLE:** | Click to enter text. | **CONTACT LAST NAME:** | | Click to enter text. | | **CONTACT LAST NAME:** | Click to enter text. | |
| POSITION: | | | Click to enter text. | | | | | |
| ORGANISATION: | | | Click to enter text. | | | ABN/ACN: | Click to enter text. | |
| ADDRESS: | | | Click to enter text. | | | | | |
| PHONE NUMBER: | | | Click to enter text. | | | FAX: | Click to enter text. | |
| EMAIL: | | | Click to enter text. | | | | | |
| HAVE YOU READ THE GUIDE TO THE PLANNING, APPLICATION AND ASSESSMENT PROCESS? | | | | | YES | | | |
| HAVE YOU HAD A PRE-LODGEMENT MEETING? | | | | | YES | | |  |
| IS THIS A NEW APPLICATION FOR A PLANNING PERMIT FOR THIS BUILDING/LOCATION, WORKS OR USE? | | | | | YES | | | NO |
| IS THIS A VARIATION OF AN EXISTING PLANNING PERMIT OR APPROVAL FOR THIS BUILDING OR USE? | | | | | YES | | | NO |
| If you are varying an existing Planning Permit issued by the Harbour Trust, you must complete Parts A(ii), B, C, I and K of this form. You must also read Part K of this form. | | | | | | | | |

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| PART A(ii): NOMINATED AGENT (IF APPLICABLE) | | | | | | |
| **The Applicant may authorise an Agent or other third party to correspond with the Harbour Trust regarding this application.**  **The Harbour Trust will issue a Planning Permit (with or without conditions) to the Applicant.** | | | | | | |
| **TITLE:** | Click to enter text. | **CONTACT FIRST NAME:** | | Click to enter text. | **CONTACT LAST NAME:** | Click to enter text. |
| POSITION: | | | Click to enter text. | | | |
| ORGANISATION: | | | Click to enter text. | | ABN/ACN: | Click to enter text. |
| ADDRESS: | | | Click to enter text. | | | |
| PHONE NUMBER: | | | Click to enter text. | | FAX: | Click to enter text. |
| EMAIL: | | | Click to enter text. | | | |
| **I, the lessee or licensee of the property listed at PART B below, hereby authorise the agent nominated above to correspond with the Harbour Trust regarding this application.** | | | | | | |
| APPLICANT/LESSEE/LICENSEE SIGNATURE: | | | Click to enter text. | | DATE: | Click to enter a date. |

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| PART B: VARIATIONS TO PLANNING PERMITS | |
| If you are varying an existing Planning Permit, you must complete this section.  You must describe all aspects of the existing Planning Permit that are proposed to be varied, including all works, and/or any changes to the approved use, hours of operation or conditions of approval.  You must include drawings and written statements/supporting reports to justify your application. | |
| PLANNING PERMIT NUMBER: | Click to enter text. |
| PERSON/BUSINESS PERMIT WAS ISSUED TO: | Click to enter text. | |
| DATE PERMIT WAS ISSUED: | Click to enter a date. | |
| DESCRIBE ALL ASPECTS OF THE PROPOSED VARIATION: | Click to enter text. | |
| JUSTIFY WHY THE VARIATION IS REQUIRED: | Click to enter text. | |
| You must complete Parts A(i), A(ii), C, I and K of this form. You must also read Part J of this form. | |

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| PART C: BUILDING LOCATION | |
| SITE: | Choose an item. |
| MANAGEMENT PLAN: | Choose an item. | |
| BUILDING NAME AND NUMBER: | Click to enter text. | |
| SUITE / ROOM: | Click to enter text. | |

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| PART D: PROPOSED WORKS AND USE | | | | | | | |
| PROPOSED USE (SELECT ALL THAT APPLY): | | | | | | | |
| Commercial | | Food and beverage | | Arts and crafts | | | |
| Education/childcare | | Community | | Office | | | |
| Retail | | Residential | | Event / Activation | | | |
| Health and well-being | | Industrial | | Manufacturing | | | |
| Sport and fitness | | Other (please describe below) | |  | | | |
| Click to enter text. | | | | | | | |
| PROPOSED WORKS (SELECT ALL THAT APPLY): | | | | | | | |
| Furniture (free standing) | | Floor coverings (not fixed) | | Painting (internal or external) | | | |
| Furniture (fixed) | | Floor coverings (fixed) | | Telecommunications / antennae | | | |
| New or changes to existing mechanical ventilation or air conditioning | | New or changes to existing electrical systems | | New or changes to existing hydraulic systems | | | |
| Office fitout / partitions | | Changes to structural elements | | Landscaping | | | |
| Installation of artwork /  soft furnishings | | Outbuildings/garages/swimming pools/pergolas | | Air conditioning / fire services  / lighting | | | |
| Demolition of buildings / structures | | New structures (temporary) | | New structures (permanent) | | | |
| Signage (wayfinding /  business identification) | | Other (please describe below) | |  | | | |
| Click to enter text. | | | | | | | |
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| TRADING/OPERATING HOURS: | | | | | | | |
| MONDAY: | Click to enter text. | | FRIDAY: | | Click to enter text. | | |
| TUESDAY: | Click to enter text. | | SATURDAY: | | Click to enter text. | | |
| WEDNESDAY: | Click to enter text. | | SUNDAY: | | Click to enter text. | | |
| THURSDAY: | Click to enter text. | | | | | | |
| If your premises has different trading/operating hours for different components of the premises eg retail and office, please provide more information below: | | | | | | |
| Click to enter text. | | | | | | | |
| NUMBER OF STAFF WHEN OPERATIONAL: | Click to enter text. | | NUMBER OF VISITORS/CLIENTS WHEN OPERATIONAL: | | Click to enter text. | | |
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| ARE DRAWINGS OF THE PROPOSED WORKS ATTACHED? | | | | | YES | NO | |
| IS A WRITTEN PLANNING STATEMENT ATTACHED?  A *Planning Statement* is a detailed description of the proposal. It must describe how the proposal is consistent with relevant planning rules, policies and plans, and any other relevant information to support the proposal.  A *Planning Statement* is similar to a *Statement of Environmental Effects*. | | | | | YES | NO | |
| ARE SUPPORTING REPORTS (TO PROVIDE RELEVANT INFORMATION ABOUT THE PROPOSAL) ATTACHED? | | | | | YES | NO | |

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| PART E: COST OF WORKS | | |
| COST OF WORKS: | $ Click to enter text. |  |
| 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 TO BE PROVIDED AT PART I | $ Click to enter text. | |

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| PART F: CONSISTENCY WITH HARBOUR TRUST COMPREHENSIVE PLAN AND SITE-SPECIFIC MANAGEMENT PLAN | | |
| IS YOUR PROPOSAL CONSISTENT WITH THE COMPREHENSIVE PLAN?  (OBJECTIVES AND POLICIES, SITE OUTCOMES): | YES |  |
| IS YOUR PROPOSAL CONSISTENT WITH THE RELEVANT SITE-SPECIFIC MANAGEMENT PLAN? (OBJECTIVES, POLICIES, OUTCOMES) | YES |  |
| Describe below how the proposal is consistent:  Click to enter text. | | |

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| PART G: SUMMARY OF IMPACTS | | | | |
| HERITAGE IMPACT | | | | |
| IS A HERITAGE IMPACT STATEMENT ATTACHED? | | | YES | NO |
| All Harbour Trust buildings and places have heritage significance.  Describe how proposal will protect the heritage values of the building or place:  Click to enter text. | | | | |
| PARKING, TRANSPORT AND DELIVERIES | | | | |
| Describe how staff and visitors will access the site:  Click to enter text. | | | | |
| Describe how deliveries will be managed:  Click to enter text. | | | | |
| How many parking spaces may be used by staff and clients:  Click to enter text. | | | | |
| 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:   * Proposed works; * The provision of sanitary facilities for staff and clients; * Access for mobility impaired persons; * Mechanical ventilation; and * Fire safety.   Click to enter text. | | | | |
| 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):  Click to enter text. | | | | |
| IS A DETAILED CONSTRUCTION MANAGEMENT PLAN ATTACHED? | | | YES | NO |
| IS A PROJECT CERTIFIER ENGAGED? | | | YES | NO |
| SIGNAGE: | | | | |
| Refer to the Planning Guide 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 all proposed signage including size, colours, materials and how it will be held in place:  Click to enter text. | | | | |
| LANDSCAPING: | | | | |
| ARE LANDSCAPING WORKS PROPOSED? | | | YES | NO |
| IS A LANDSCAPING PLAN ATTACHED? | | | YES | NO |
| Describe proposed landscaping including vegetation types and construction materials:  Click to enter text. | | | | |
| 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:  Click to enter text. | | | | |
| VISUAL IMPACT: | | | | |
| DOES THE PROPOSAL INVOLVE ILLUMINATION OR INCLUDE OTHER SIGNAGE, DECORATIONS OR FURNITURE THAT IS VISIBLE FROM THE PUBLIC DOMAIN? | | | YES | NO |
| WILL THE PROPOSAL AFFECT VIEWS FROM ANOTHER BUILDING OR THE PUBLIC DOMAIN? | | | YES | NO |
| IS OUTDOOR FURNITURE PROPOSED? IF YES, PROVIDE DETAILS | | | YES | NO |
| Describe any visual impacts:  Click to enter text. | | | | |
| NOISE IMPACT: | | | | |
| WILL THE PROPOSAL GENERATE NOISE THAT IS AUDIBLE FROM THE PUBLIC DOMAIN, NEAREST BUSINESS OR RESIDENCE, DURING CONSTRUCTION OR OPERATION OF THE PREMISES OR EVENT? EG FROM MUSIC OR MACHINERY | | | YES | NO |
| IS A NOISE MANAGEMENT PLAN ATTACHED? | | | YES | NO |
| Describe all noise generating activities:  Click to enter text. | | | | |
| FOOD AND BEVERAGE: | | | | |
| DOES THE PROPOSAL INVOLVE SERVING FOOD OR BEVERAGES TO MEMBERS OF THE PUBLIC? | | | YES | NO |
| HAS YOUR FITOUT BEEN REVIEWED BY A FOOD AND BEVERAGE SPECIALIST? | | | YES | NO |
| DOES THE PROPOSAL INVOLVE SERVING ALCOHOL? | | | YES | NO |
| HAVE YOU OBTAINED A LIQUOR PERMIT FROM THE SYDNEY HARBOUR FEDERATION TRUST? | | | YES | NO |
| HAVE YOU REGISTERED YOUR BUSINESS WITH THE NSW FOOD AUTHORITY? | | | YES | NO |
| Describe your food and beverage offering (include menu):  Click to enter text. | | | | |
| WASTE MANAGEMENT: | | | | |
| IS A WASTE MANAGEMENT PLAN ATTACHED? | | | YES | NO |
| Describe how waste associated with the proposal will be managed:  Click to enter text. | | | | |
| SERVICES: | | | | |
| IS A SERVICES PLAN ATTACHED? | | | YES | NO |
| HAVE QUALIFIED TRADESMEN BEEN ENGAGED? | | | YES | NO |
| HAS A SUPPORTING DESIGN CERTIFICATE BEEN PROVIDED (PREPARED BY A SUITABLY QUALIFIED PERSON)? | | | YES | NO |
| Are any of the following services proposed (new or changes to existing)? (select all that apply): | | | | |
| Mechanical | Hydraulics | Electrical | | |
| Lighting | Stormwater | Telecommunications | | |
| Gas | Waste water | Heating and air conditioning | | |
| Grease trap | Potable water |  | | |
| Describe proposed changes to services:  Click to enter text. | | | | |
| ENVIRONMENTAL CONSIDERATIONS AND ECOLOGICALLY SUSTAINABLE DEVELOPMENT (ESD): | | | | |
| WILL THE PROPOSAL GENERATE AIR, WATER OR NOISE 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:  Click to enter text. | | | | |
| Describe how the proposal would be consistent with the principles of ESD:  Click to enter text. | | | | |
| BUSHFIRE MANAGEMENT: | | | | |
| DOES THE APPLICATION INVOLVE A “SPECIAL FIRE PROTECTION PURPOSE” USE UNDER *PLANNING FOR BUSHFIRE PROTECTION*? | | | YES | NO |
| If yes, please describe how *Planning for Bushfire Protection* will be addressed:  Click to enter text. | | | | |
| WILL THE PROPOSAL GENERATE SPARKS OR NAKED FLAMES DURING CONSTRUCTION OR OPERATION OF THE PREMISES OR EVENT? | | | YES | NO |
| If yes, provide details about how flames and sparks will be controlled:  Click to enter text. | | | | |
| IS A BUSHFIRE MANAGEMENT PLAN ATTACHED? | | | YES | NO |
| Click to enter text. | | | | |
| 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, and the status of any applications.  NOTE: Additional approval from Council or NSW Department of Planning is not required for works on or use of Harbour Trust land.  Click to enter text. | | | | |

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| PART H: DETAILS OF THE PROJECT CERTIFIER | | | | |
| CONTACT FIRST NAME: | Click to enter text. | CONTACT LAST NAME: | Click to enter text. |
| POSITION: | Click to enter text. | | |
| ORGANISATION: | Click to enter text. | ABN/ACN: | Click to enter text. |
| ADDRESS: | Click to enter text. | | |
| PHONE NUMBER: | Click to enter text. | FAX: | Click to enter text. |
| EMAIL: | Click to enter text. | | |
| REGISTRATION NUMBER: | Click to enter text. | | |
| The Project Certifier is responsible for reviewing the Planning Permit and Conditions, endorsing all required documentation and ensuring the completed works are consistent with what has been approved.  The Project Certifier is a private certifier that is accredited as an ‘Accredited Certifier’ under the NSW *Building Professionals Act 2005*.  The applicant is required to apply for Construction and Occupation Approvals from the Harbour Trust. The Harbour Trust issues these Permits, based on advice received from the Project Certifier.  Construction Certificates and Occupation Certificates issued under the NSW *Environmental Planning and Assessment Act 1979* are not valid on Harbour Trust land. | | | | |

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| PART I: DISCLOSURE OF INTEREST |
| Does the applicant have any relation to any Sydney Harbour Federation Trust employee or Member of the Trust, or is the application being lodged on behalf of someone who has such a relationship? If yes, please provide details:  Click to enter text. |

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| PART J: COLLECTION AND USE OF PERSONAL INFORMATION |
| The information provided in the form will enable your application to be assessed by the Harbour Trust and any relevant Commonwealth Government agency.  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 requires this information so that it can assess your application for works and use on land it manages.  We only use your personal information for the purposes for which you gave it to us.  We do not share information about you with other organisations or other persons without your permission unless it:   * Is necessary to provide you with a service that you have requested, * Is required or authorised by law, and/or * Will prevent or lessen a serious and imminent threat to somebody’s health.   Your information is stored securely on the Harbour Trust’s record management systems and archives for as long as we reasonably need to keep it or are required to do so by law.  The Harbour Trust complies with the Australian Privacy principles under the *Privacy Act 1988*. More information on how we manage privacy is available on our website **harbourtrust.gov.au**. |

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| PART K: 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. | | | |
| NAME: | Click to enter text. | | |
| SIGNATURE: |  | DATE: | Click to enter a date. |

## Lodgement Information

**Clear Form**

All applications to be lodged to:

**Harbour Trust**

**Attn: Planning Permits**

28 Best Avenue (off Suakin Drive)

PO Box 607, Mosman NSW 2088

Email: [planning@harbourtrust.gov.au](mailto:planning@harbourtrust.gov.au)

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| 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 *Sydney Harbour Federation Trust Regulations 2021*, and the Harbour Trust’s Plans and Policies. | | | |
| NAME: | Click to enter text. | | |
| SIGNATURE: |  | DATE: | Click to enter a date. |

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| PART L: 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. * American Express and Diners Club cards are not accepted. | | | | | | | | |
| CREDIT CARD | | | | | | | | |
| NAME ON CARD: | Click to enter text. | | | | | | |
| CREDIT CARD TYPE | Mastercard | Visa | | |  | | |
| **CREDIT CARD NUMBER:** | Click to enter text. | | **EXPIRY DATE** | Click to enter a date. | | **CVV** | Click to enter text. |
| TOTAL AMOUNT | $ Click to enter text. | | | | | | |

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| DECLARATION | | | |
| * I authorise my credit card to be charged the full fee. * I am aware that the supplied credit card may be used to reimburse the Harbour Trust for any damages, including cleaning or rubbish removal associated with this application. The Harbour Trust will advise before charging the card. | | | |
| CARDHOLDER’S SIGNATURE: |  | DATE: | Click to enter a date. |