



CITY OF
PARRAMATTA

Consolidated Notification Requirements

Appendix 1





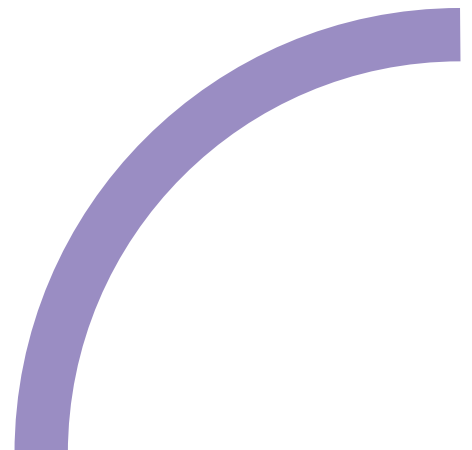
Introduction

City of Parramatta pursues a sensitive and balanced approach to development that protects residential amenity and the environment, preserves heritage and provides clarity for developers. Our plans and policies provide an urban planning framework for development and conservation with the City of Parramatta local area.

Infrastructure and other developments like housing require approval from Council under staff delegation, the Parramatta Local Planning Panel (PLPP), the Sydney Central City Planning Panel (SCCPP) or in some instances the Minister for Planning. These types of developments range from house extensions to major commercial and industrial projects. The majority of development applications are processed and determined by Council staff under delegation. Some other developments have such a minor impact (exempt

development), or can be carried out in compliance with accepted building or environmental standards (complying development), and do not require a development application.

Under the *Environmental Planning and Assessment (EP&A) Act 1979*, all DAs must be formally assessed by Council. This means that the site must be inspected, applicants and neighbours engaged, reports drafted and recommendations made.



Notification

The EP&A Act 1979 sets out the minimum public exhibition periods for development applications. The requirements for specific categories and types of development applications are set out in Table 1.

Figure 1

DEVELOPMENT ASSESSMENT - Mandatory minimum exhibition timeframes	
Application for development consent (other than for complying development certificate, for designated development or for State significant development)	14 days
Application for development consent for integrated or designated development	28 days

* Exclusion of Christmas/New Year period: The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition. This is a requirement under the EP&A Act.

*Submissions with respect to a plan, application or other matter may be made during the minimum period of its public exhibition - If the plan, application or other matter is placed on public exhibition for a specified longer period, submissions may be made during that specified longer period.

Council provides information on development applications in two ways:

- Where notification is required Council sends written information to surrounding and potentially impacted residents and properties owners; and
- Where notification is required Council will notify these applications on its website.

Where identified DAs will be notified in accordance with Table 1 notification aims to inform residents, owners and other stakeholders of the proposed development and provide the opportunity for them to have their say through submissions.

Written notification (which may include electronic written notification) will be provided by us as shown in the figure below, as a minimum, to the following:

- For buildings of single ownership, notification will be to the building owner;
- Where the identified parcel of land is under more than one ownership (including strata schemes), notification will be sent to all owners for whom Council holds contact information.

Written notification will be provided to the 10 closest surrounding properties. Where there is no impact to adjoining properties to the rear of the subject site, notification will be limited to the 5 closest surrounding properties to the side and opposite the subject site. Refer to the respective diagrams on page 5.

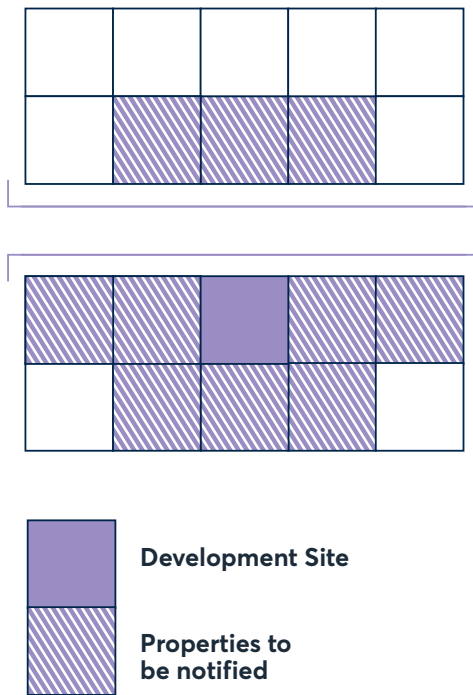


Figure 2

The level of notification may be increased at the discretion of Senior Planning Management depending on the nature and likely impact of the proposal.

As a minimum written notification will include:

- Identification/description of the relevant parcel of land (lot description and address).
- a description of the proposed development
- where the full application can be viewed
- name of applicant
- the registered number of the application
- the closing date for submissions

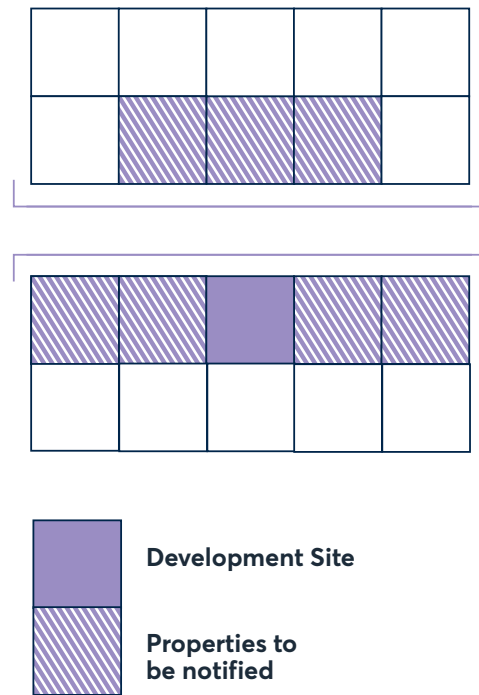


Figure 3

- a statement that submissions will be disclosed to any person requesting information under the *Government Information (Public Access) Act 2009*
- multi-lingual advice alerting that the notification contains important information about a development proposal and that a translation service is available.

For applications requiring 21 or 28 day advertising, a notification sign will also be placed on site.

In some instances, development applications are **not** notified. These categories and types of development have been identified in Table 1.

Amended applications

An applicant may make an amendment to an application at any time prior to the determination of the application. If the amended application is substantially the same and does not cause a greater impact, then the application will not be renotified. Where an amended application is deemed to cause a greater or more serious impact it will be will be renotified in the same manner as the original application and to each person who made a submission to the original application. In the case of submissions being made by petition, only the principal author or first signatory will be notified.

Applications for modification of development consent

Under the EP&A Act 1979 development consents are able to be modified. There are several categories of modification which will be notified as described in the table below.

Figure 4

Type of Modification	Notification
Section 4.55(1) – modifications involving minor error, misdescription or miscalculation;	No notification
Section 4.55 (1A) – modifications involving minimal environmental impact (Where no physical changes to an original consent/no visible external change to an approved development is proposed)	No notification
Section 4.55 (1A) – modifications involving minimal environmental impact (Where physical changes proposed or modifications generate appreciable impacts to surrounding development)	Notification as per the original application
Section 4.55 (2) – other modifications	Notification as per the original application
Section 4.56 – modification to a consent granted by the Land and Environment Court	Notification as per the original application

Applications for review of a determination

An applicant for development consent may request Council to review a determination or decision (whether by way of approval or refusal) within six months of the date of issue of the Notice of Determination under Section 8.2 of the *EP&A Act 1979*. These applications will be notified as per the requirements of the original development application.

Submissions

Anyone may make a submission in relation to DA. Submissions should be made in writing by post or email and should include the following:

- DA number
- Contact details (full name, postal address, phone number and email address)
- For an objection to a proposal clear reasons for the objection.

Petitions may also be used for submissions provided they contain the same information. Anonymous submissions will not be considered.

Submissions received by Council during the exhibition period will be considered by Council as part of the assessment of the application. Council must consider all issues raised within any submission before making a decision regarding a DA and the assessment report will explain the reasons for the decision.

Determination of applications

The majority of DAs received by Council are determined by under delegation by staff. However, some DAs are determined by the PLPP and the SCCPP.

For those DAs determined by the PLPP the public is welcome to participate in these meetings. Anyone who prepared a submission will be contacted and advised of the meeting date and time.

Notice of determination

Once an application has been determined, Council will notify the decision in accordance with section 4.59 of the *EP&A Act 1979*. Council does this by publishing all notices of determinations on Council's website.

Any person who made a submission relating to the DA will be informed of the decision and reason(s) for the decision. For submissions made by petition, only the principal author or first signatory will be informed.



TABLE 1 – Development assessment notification requirements

Category	Development Type	Notified	Notification period (where applicable)
Residential	All dwelling houses	✓	14 days
	Secondary Dwellings	✓	14 days
	Dual Occupancies	✓	14 days
	Multi dwelling housing and attached dwellings	✓	21 days
	Residential Flat Buildings, Shop Top Housing	✓	21 days
	Boarding Houses	✓	21 days
	Group Homes	✓	21 days
	Seniors Housing	✓	21 days
	Alterations and Additions to dwelling houses, carports, garages, outbuildings and swimming pools	✓	14 days
Commercial	New Development	✓	21 days
	Alterations and Additions	✓	14 days
	Change of use	X	N/A
	Pubs and registered clubs	✓	14 days
Industrial	Non-Residential Development in a Residential Zone or Business and Industrial Zones adjoining a residential area (that may have an impact on residential amenity)	✓	21 days
	New Development	✓	14 days
	Alterations/Additions to industrial buildings	✓	14 days
	Change of use	X	N/A
	Change of use where there is potential impact on residential amenity or business operation	✓	14 days
	Potential hazardous industries (where SEPP 33 applies)	✓	14 days
Subdivision	Torrens or Community Title subdivision	✓	14 days
	Subdivision of an approved dual occupancy (Torrens, Community Title, or Strata)	X	N/A
	Strata Subdivision	X	N/A
	Stratum subdivision or boundary adjustments	X	N/A

Category	Development Type	Notified	Notification period (where applicable)
Other	Educational Establishments (within residential zone)	✓	21 days
	Places of Public Worship	✓	21 days
	Child Care Centres	✓	21 days
	Hospitals	✓	21 days
	Brothels and restricted premises	✓	21 days
	Demolition or substantial demolition of a heritage item (building, work, relic, tree or place in a heritage conservation area)	✓	21 days
	Designated Development	✓	28 days
	Integrated Development	✓	28 days
Internal Works	Where the proposal is for internal alterations and does not alter or modify the height or external configuration of the building. This can include modifications under Section 4.55 (1A) of the Environmental Planning and Assessment (EP&A) Act).	X	N/A
Demolition	Demolition of a building that is not a heritage item or within a heritage conservation area	X	N/A
Exempt & Complying Development	Any development under SEPP (Exempt & Complying Development Codes) 2008	X	N/A
Section 4.55(1)	Applications for modification of development consent, where the modification involves minor error, misdescription or miscalculation (Section 4.55 (1) of the <i>EP&A Act 1979</i>).	X	N/A
Section 8.2	Review of Determination under S8.2 of EP&A Act	Same as the original DA	
Tree Removal	Heritage Conservation Area	X	N/A
	Heritage Item	X	N/A

***Any categories not included are at the discretion of the Executive Director City Planning and Design or Group Manager Development and Traffic Services.**







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