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| [Date] |  |
| The General ManagerCity of Parramatta CouncilPO Box 32Parramatta NSW 2124 |    |

Dear Sir/Madam

Planning Agreement Offer

[Name of Developer / Proponent] offers to enter into a Planning Agreement with Council under section 7.4 of the *Environmental Planning and Assessment Act 1979* in connection with [insert details of Development Application or Planning Proposal].

[Name of Developer / Proponent] accepts the terms as generally set out in the Council’s Planning Agreement template and in the following table:

| Item | Terms |
| --- | --- |
| Parties | City of Parramatta Council[Insert Developer and Landowner details. If the Landowner is not the Developer, then the Council will ordinarily require the Landowner to be a party to the agreement]. |
| Land | [Insert Lot and DP references as well as street address information] |
| Planning Proposal / Development Application | [Insert details of the Planning Proposal and / or Development Application, including a summary description of the proposed changes to the instrument or the proposed development] |
| Monetary Contribution | [Insert details of the amount, manner of delivery and timing of any monetary contribution offered] |
| Works | [Insert details of the nature and extent, manner of delivery and timing of any works to be undertaken. Include a detailed scope of works if available and any relevant plans] |
| Dedication of Land | [Insert details of the nature and extent, manner of delivery and timing of any land to be dedicated. Include a detailed description of the land and any relevant plans] |
| Other Public Benefits | [Insert details of any other public benefits offered, such as arrangements or contributions for the maintenance of works to be delivered under the planning agreement; or public access easements or restrictive covenants to be registered to ensure that benefits are maintained in perpetuity] |
| Application of section 7.11, 7.12 and 7.24 | [Advise whether the offer is subject to the exclusion of sections 7.11, 7.12 or 7.24 of the Act]  |
| Registration | [Advise whether the terms of the template planning agreement relating to registration are accepted or are to be amended] |
| Dispute Resolution | [Advise whether the terms of the template planning agreement relating to dispute resolution are accepted or are to be amended] |
| Security  | [Confirm the nature and extent of any security to be offered for each of the contributions to be made. Note that Council will ordinarily require bank guarantees to secure obligations to make monetary contributions and to complete works]. |
| Restrictions on Issue of Certificates | [Advise whether provisions restricting the issue of Construction Certificates, Occupation Certificates and Subdivision Certificates will apply]. |
| Other Terms | [Advise whether other terms of the template planning agreement are accepted or are to be amended and insert details of any additional terms] |
| Costs | [Name of Developer / Proponent] agrees to pay Council’s reasonable costs of and incidental to the negotiation, preparation and entering into the agreement, as well as administration and enforcement of the planning agreement in accordance with the terms set out in the template planning agreement. |

Yours faithfully