

**DETERMINATION /ENQUIRY FOR PLANNING PERMISSION OR GUIDANCE ON
PROPOSAL**

This procedure exists whereby a ruling maybe sought from the Local Planning Authority on whether planning permission is required for any proposed operation, development or change of use (Section 14).

This should be accompanied by four (4) copies of the following and fee of **\$7,500:**

- i) Development Brief
- ii) Copy of Registered Title
- iii) Certificate of Property Tax Payment
- iv) A description of the proposed operations or change of use;
- v) A description of the land in which the operations/development will be carried out;
- vi) Address of the property
- vii) Location plan of the property drawn to a scale of 1:2,500 for urban areas or to any other available scale which is sufficient to clearly identify the land or 1:12,500 in rural areas;
- viii) Site Plan/layout showing access to site, ingress/egress; location of buildings, parking layout (**For Illustrative Purposes Only**).

Contents of the Development Brief

- 1) Project Name**
- 2) Name of developer**
- 3) Name of contact person**
- 4) Name of owner of land** (if different from No. 2 above)
- 5) Consent of owner of land** (if different from No. 2 above)
- 6) Email**
- 7) Phone Nos., Fax No etc**
- 8) Mailing Address**
- 9) Proposed Date of commencement of project**
- 10) Background information:** Outline the background to the project.

- a) Include information such as
 - Business content, rationale, drivers etc
 - Description of the vision, objectives, goals of the project
 - What is in the scope of the project
 - Any additional information not in the scope of the project
 - Estimated project schedule
 - Estimated cost of the project

11) **Project location** (provide a statement of the location or address of the project)

12) **Map of area** (insert map of the proposed location/area. Any of the following options will suffice:

- a) Planimetric map sheet (1:12.500)
- b) Satellite image identifying the proposed lot boundary

13) Area of land

14) **Project description** - include information such as:

- a) Operations to be undertaken
- b) Environmental and planning considerations influencing the design
- c) Relationship of the site compared to surrounding areas
- d) Details of unique/special characteristics of the site
- e) Design concepts and preliminary design if possible
- f) Proposed number of lots, buildings and their respective usage as applicable
- g) Proposed dimensions/sizes of lots, buildings etc
- h) Proposed method of sewage treatment & disposal
- i) Access to site
- j) Drainage of site
- k) Attach pictures
- l) Incorporation of Leadership in Energy and Environmental Design Principles (**LEED**) as a guide for the proposed development. Emphasis should be placed on substantially incorporating environmentally sustainable design practices such as energy conservation, the use of renewable energy, water reuse, rainwater harvesting & recycling, the collection and use of rain water for irrigating the landscaped areas, the use of low impact materials, lighting and landscaping and the use of construction materials and techniques to eliminate or reduce urban heat island (for e.g. the use of vegetative roofing, reflective roofs, use of grass crete).
- m) Solid Waste Management – Reduce, Recycle & Reuse – Pre, During and Post Construction
- n) Attach or insert any other supporting documents/information that can support the project.