

# ARCHITECTURAL DESIGN COMPETITION REQUEST FORM

## Disclaimer

The information provided by you on this form will be used by Penrith City Council or its agents to process this request. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access. Please return completed form to [designexcellence@penrith.city](mailto:designexcellence@penrith.city).

## Applicant Details

Company / Organisation

ABN

Title

Contact Number

Full Name

Postal Address

Suburb

Post Code

Email

## Property Details

Street Number & Name

Suburb

Post Code

Lot Number

DP Number

Total Site Area

Proposed Development

Estimated Project Value

# ARCHITECTURAL DESIGN COMPETITION REQUEST FORM

## Property Owner(s) Details

Names of all property owner/s

Address

Suburb

Post Code

Contact Number/s

## Site Specific Planning Details

Is the Architectural Design Competition required by an Environmental Planning Instrument?

Yes

No

**IF YES** – Please record Instrument and relevant Clause

Is the Architectural Design Competition subject to a site specific DCP?

Yes

No

**IF YES** – Please record relevant DCP reference including applicable Chapter and Clause

## Application Fees

Previous Fees Paid:

Yes

No

**NOTE**– Fee's will apply for the review of a draft design competition strategy and review of a draft competition brief. Fees may also apply for the commencement and management of the design competition, depending on the process and arrangements established within the endorsed design competition strategy.

Applicable fees will be confirmed by Council upon receipt of this completed request form. For further inquiries, please contact Council on **(02) 4732 7777** or via email at **designexcellence@penrith.city**.

## Accompanying Documentation

Council requires digital submission of the competition package to be made to **designexcellence@penrith.city**. Please List all documents and studies to be submitted for the Design Competition. **NOTE**– The documents listed below are mandatory and must be provided electronically as a PDF attachment with the completed Application Form.

Owner's Consent

Design Excellence Strategy

Design Competition Brief – *Both a Word & PDF Version of the Brief must be submitted.*

# ARCHITECTURAL DESIGN COMPETITION REQUEST FORM

## Political Donations and Gifts Disclosure

It is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the project within the period commencing two years before and ending when the application is determined:

- all reportable political donations made to any local Councillor of Penrith City Council, and
- all gifts made to any local Councillor or employee of Penrith City Council.

A disclosure is required to be made in a statement accompanying the relevant application by the Applicant. If a donation or gift is made after the lodgement of the required disclosure statement, a further statement is required to be provided within seven days after the donation or gift is made.

Download the "Disclosure of Political Donations and Gifts Form" from the [Penrith City Council Website](#). Detailed requirements are outlined within that form.

Is a Disclosure required?

Yes

No

## Conflict of Interest Declaration

To ensure transparency in Council's functions within the Architectural Design Competition, please complete the Conflict of Interest Declaration below:

### Conflict of Interest:

- A. No known conflict of interest
- B. An actual<sup>1</sup>
- C. Potential<sup>2</sup>
- D. Or reasonably perceived<sup>3</sup>

### NOTE-

<sup>1</sup> An 'actual' conflict of interests is where there is a direct conflict between an Applicant/Owner's duties and responsibilities and their private interests or other duties.

<sup>2</sup> A 'potential' conflict of interests is where an Applicant/Owner's has a private interest or other duty that could conflict with their duties for the Design Excellence Competition.

<sup>3</sup> A 'reasonably perceived' conflict of interests is where a person could reasonably perceive that Applicant/Owner's private interests or other duties are likely to improperly influence the performance of their duties for the Design Competition.

### Nature of Conflict

- Penrith City Council Employee
- Penrith City Council Councillor
- Relative of Penrith City Council Employee
- Relative of Penrith City Council Councillor
- Other

Please provide details of any actual, potential, or reasonably perceived conflict of interest you have for the above application/s:

Name (Printed):

Signed

Date

# OWNER'S CONSENT FORM

A REFERENCE TO "COUNCIL" IN THIS APPLICATION MEANS PENRITH CITY COUNCIL.

## Owner(s) Consent Requirements

**Company / Organisation** - If the owner is a company, owner's consent is to be provided in two (2) of the following ways:

- Signatures of 2 directors or a director and a company secretary (unless it has a sole director).
- Execution of owner's consent form (or other document to the same effect) in accordance with s 127 (1) of the Corporations Act 2001.
- Common seal affixed to, and execution of, owner's consent form (or other document to the same effect) in accordance with s 127 (2) of the Corporations Act 2001. If there is no common seal, a company letterhead is acceptable.
- Together with an up to date ASIC Company Extract and other relevant supporting documentation.

**Signing on owners behalf** - If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc).

**New owner(s)** - If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the Certificate of Title.
- A letter from your solicitor confirming settlement.
- Previous owner(s) to provide owner(s) consent.

## Applicant Signature

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

Name (Printed):

Signed

Date

**NOTE:** Signatures of all Applicants and registered Owners are required on this application form. Without these signatures Council may not accept this application.

## Privacy Information

**Purpose of collection:** Council is collecting your personal information in order to enable Council to process your Design Competition Application.

**Intended recipients:** The intended recipient of the information is Penrith City Council.

**Supply:** While the supply of this information is compulsory, the personal information you provide will enable Council to process your Design Competition Application.

**Access/Correction:** Your personal information can be accessed by you and may also be available to third parties in accordance with the Penrith City Council's Access to Information Policy and Privacy Management Plan. You may make an application for access or amendments to personal information held by Council. Council will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998.

### CONTACT US

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