

REQUEST FOR AN ASSESSMENT OF LETTER OF OFFER TO ENTER INTO A VPA OR WIKA

This form is required to be filled out and submitted alongside a letter of offer to enter into a Voluntary Planning Agreement (VPA) or Works-in-Kind Agreement (WIKa).

For information and guidance on preparing an offer, please refer to Penrith Developer Infrastructure Agreements Policy.

Type of application

Please select which agreement type the offer is proposing to enter into

VPA

WIKa

Applicant details

First name

Surname

Company name

ABN if applicable

Mailing address

Street number

Street name

Suburb

Postcode

Phone number

Mobile number

Email address

Signature

Date

Landowner details

Please note that written consent from all landowners affected by the agreement is required

Same as applicant

If landowner details differ from the applicant, please provide the details below.

Landowner first name

Landowner surname

Landowner mailing address

Street number

Street name

Suburb

Postcode

Landowner details *continued*

Phone number

Mobile number

Email address

Signature

Date

If there are multiple landowners, please attach all landowners consent when submitting the form.

Lot and Development details

A map identifying the lots to which the offer applies is required to be submitted alongside the offer.

Lot/DP number	Site address

Development details

The Planning Proposal, DA, SSD or CDC to which the proposed agreement relates.

Description of related development proposal.

Status of related development proposal.

Details on Development Contributions

Does a Development Contributions Plan apply to the land?

If yes, please provide the name of the related Development Contributions Plan below.

What are the monetary development contribution obligations required to be paid under the relevant Development Contributions Plan for the development?

Description of the components of the works that are works in kind (i.e. works and or land dedication that are in accordance with the relevant contributions plans). Please specify the relevant development contribution plan line item for each deliverable.

Description of the components which are not works in kind (i.e any proposed additional public benefits).

Payer details

Same as applicant

If landowner details differ from the applicant, please provide the details below.

Payer first name

Payer surname

Company name

ABN if applicable

Payer mailing address

Street number

Street name

Suburb

Postcode

Phone number

Mobile number

Email address

Letter of Offer Checklist

Please review the checklists below for information that is required to be included/addressed in an offer to enter into a VPA or WKA.

Further information may be requested throughout the assessment process should it be required. Refer to the Penrith Developer Infrastructure Agreement Policy for further information and guidance.

VPA Letter of Offer checklist	Completed
Written consent of all landowners affected by the agreement.	
Parties to the agreement and where necessary, authority to act on behalf of other parties.	
The Planning Proposal, DA or CDC to which the proposed VPA relates.	
Land affected by the agreement (Including a map).	
All matters referred to in Section 7.4 of the EP&A Act. The "summary of requirements" at Schedule 4 of the VPA template can be used to inform the letter of offer.	
The contributions (including works, material public benefits, land or monetary contribution) proposed to be provided by the developer.	
A description of the components of the works that are works in kind (i.e. works that in accordance with the relevant contributions plan(s)), and the components which are not works in kind	
The proposed security and insurance of contributions.	
Plans demonstrating the location and areas of works and land dedications.	
The standard of or specification for any proposed works (note: concept designs are acceptable at the letter of offer stage).	
The estimated value of each of the contributions documented by a Quantity Surveyor or appropriately qualified designer.	
The proposed staging / timing of those contributions (refer to Appendix B: work schedule template of Penrith Developer Infrastructure Agreement template).	
The manner by which contributions are to be made.	
Whether the proposed agreement excludes the application of section 7.11, 7.12 or 7.24 of the EP&A Act to the development	
Demonstration of capability to deliver and experience in delivering infrastructure.	

WKA Letter of Offer checklist	Completed
Written consent of all landowners affected by the agreement.	
Parties to the agreement and where necessary, authority to act on behalf of other parties.	
The SSD, DA or CDC to which the proposed VPA relates.	
Land affected by the agreement (Including a map).	
The proposed standard or specification of the works, including whether the applicant proposes to vary the Council's specification for the works. When available, the reference to the DA, SSD or CDC that approved the works and associated approved plans.	
Details of the works or other material public benefits proposed to be carried out.	
A description of the components of the works that are works in kind and their value in accordance with the relevant contributions plan.	
The proposed security and insurance of contributions.	
Plans demonstrating the location and areas of works and land dedications.	
The proposed staging / timing of those contributions (refer to Appendix B: work schedule template of Penrith Developer Infrastructure Agreement template).	
The estimated value of each of the contributions documented by a Quantity Surveyor or appropriately qualified designer.	
Provided details on the land to which the works are to be located, if the land is identified for acquisition in a contributions plan. <i>*Please speak to Councils City Planning team for information on contributions offsets and conditions of consent</i>	

WIKA Letter of Offer checklist	Completed
If road works are proposed: • details are to be provided on how formal connections into the road network will be achieved as part of this Offer or by others in the future. • a simple site plan is to be provided that shows and quantifies the ultimate works versus interim/ temporary works	
Demonstration of Tendering/contract selection	
Mamre Road Precinct additional requirements:	
Net Developable Area Plans consistent with the Mamre Road Precinct Development Contribution Plan and Background Report	
Demonstration of Capability to deliver and experience in delivering infrastructure.	

Lodgement

Please email the application form, letter of offer, plans and supporting documentation to city.planning@penrith.city

Fees and Charges

Applications incur an application fee. Please refer to [Council's Fees and Charges on our website](#) . An invoice will be provided by Council on receipt of your application. All fees are subject to change.

CONTACT US