

UNSOLICITED PROPOSAL APPLICATION FORM

LODGE MENT OF A REQUEST UNDER COUNCILS UNSOLICITED REQUEST TO PURCHASE COUNCIL OWNED LAND POLICY

This form is to be used to apply for an assessment of a written submission to purchase or lease Council owned land.

Nature of Application

Generally, Council may consider four broad types of unsolicited requests. Unsolicited requests can be made by:

- adjacent property owners to purchase or lease **operational land**
- any person, business or organisation to purchase or lease **operational land**, where the associated proposal presents a unique and beneficial opportunity to Council and the community
- adjacent property owners to purchase or lease **community land**
- any person, business or organisation to purchase or lease **community land**, where the associated proposal presents a unique and beneficial opportunity to Council and the community

Applicant Details

Title Mr Mrs Ms Other

First Name

Surname

Company Name (if applicable)

ABN/ACN (if applicable)

Postal Address

Street Number

Street Name

Suburb

Postcode

Phone Number

Email Address

Council Property/Road Details

Lot/DP (if known)

Street Number

Street Name

Suburb

Postcode

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Submission

A range of supporting evidence would be expected as part of a proposal document, the extent of which will depend on the size and complexity of the proposed development.

The applicant should specifically include in their submission, why the proposal presents a unique and beneficial opportunity to Council and the community.

Proponents are encouraged to use the assessment criteria identified in *Unsolicited Requests to Purchase Council Owned Land Policy* as a guide for preparing their submission.

Proponents should also include in their submissions any other relevant information that will support or strengthen their proposal.

Fees and Charges

This application incurs a non-refundable application fee, payable on submission of this application.

Additional fees will be payable should the proponent progress to further stages of the assessment process. See Council's Fees and Charges for a list of applicable fees and the attached information sheet for additional information.

Submission Checklist

Completed application form

Written submission in line with criteria contained in the *Unsolicited Requests to Purchase Council Owned Land Policy*

Payment of the application fee

Declaration

I understand and acknowledge responsibility of costs I am likely to incur with this request as outlined in Council's Fees and Charges.

I acknowledge that this submission is lodged for evaluation in accordance with the *Unsolicited Request to Purchase / Lease Owned Land Policy*. Additional fees may be incurred should the proposal progress.

I have read the Information Sheet attached to this application form.

I declare that all the information given in this application is true and correct.

First Name

Surname

Signed

Date

Acceptance of Application

Council will not process applications that are incomplete or non-complying with lodgement requirements. These applications will not be accepted or may be returned to applicants within 14 days.

Lodgement Details

Applicants are required to lodge the completed application form and associated documents to Penrith City Council, by one of the following methods;

Email: council@penrith.city Post: PO Box 60 Penrith NSW 2751

In person: Penrith Civic Centre, 601 High Street Penrith or St Marys Business Office, 207-209 Queen St, St Marys

Marked **Attention: Property Investment**

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Payment Method

Application fees can be paid by cash, cheque or credit card.

- cash, cheque or credit card payments can be paid in person
- cheque or credit card payments are accepted by post
- only credit card payments are accepted by email

See Council's adopted fees and charges at penrith.city.
All fees subject to change.

Paying by Credit Card

Please complete the [Credit Card Authorisation Form](#) located in the list of [Downloadable Forms](#) and ensure that you provide the full details of the purpose of your payment on this form.

If you are sending your payment by email, please ensure the Credit Card Authorisation Form is included in your email as a separate attachment to your Application or any other information.

Unsolicited Requests to Purchase Council Owned Land Policy

[Unsolicited Request to Purchase Council Owned Land Policy](#)

Fees and Charges

Please refer to Council's Fees and Charges for the fees applicable to easements available on our website (penrith.city.nsw.gov.au/council/council-business/rates-payments-fees).

Need additional information or help with your application?

Please contact Council's Property Investment and Management Department on **(02) 4732 7777** or council@penrith.city for further information or assistance with completing this application.

Office Use Only

Application Fee Receipt Number

Date

Amount

CONTACT US

Penrith City Council
601 High Street
PENRITH NSW 2750

PO Box 60
PENRITH NSW 2751

PHONE: (02) 4732 7777
FAX: (02) 4732 7958
EMAIL: council@penrith.city
WEB: penrith.city