

To: Heritage Referral (Internal)
Date: 16 September 2010
Completion Due Date: 30/09/2010
Assessment Officer: Jason Goldstein
Application No: DA2010/1411
Works: Tree Application
Address: 23 Fisher Road DEE WHY NSW 2099

In accordance with Council's procedures for the assessment of applications, your specialist advice is sought in relation to the above detailed application.

With regard to the completion of referrals the following is provided to assist your division:

- *Assessment of referrals must result in the following conclusions only:*
 - *Proposal is acceptable without conditions;*
 - *Proposal is acceptable subject to conditions;*
 - *Proposal is unacceptable, however subject to design amendments of proposal it may become acceptable (stipulate via conditions);*
 - *Proposal is unacceptable, - detail what part of the development is unacceptable and why (e.g. fails to comply with relevant controls or has failed to provide adequate information);*
- *All conditions must have legislative backing and be consistent with the Newbury Test (i.e. What: What must be done, Who: Who must certify the work, When: When work / requirement is to be completed by and Why: Why are we requiring this to be done)*
- *Referral response is to be completed within **14 days** from the date of this request;*
- *Referrals are to be clear and concise and legislatively correct;*
- *Referrals (Events) are to be completed in Council's Electronic Computer Systems - Tech 1, the generated document saved in TRIM and tasked to the Assessing Officer – **(this document is not to be edited)***
- ***Note:** all referral responses are released onto Council's E-Services system.*

Advice to Applicants:

Referral comments act as specialist advice to the Assessment Officer to aid in the consideration of the application. However, areas of specialisation can often conflict and the Assessment Officer will determine the appropriate way forward for the application.

You are advised that **prior** to engaging any specialist advice or revising an application – contact the applications assigned Assessment Officer on 9942 2111 or via council@warringah.nsw.gov.au

If you require any further information regarding this matter please contact the Assessment Officer.

Application Review Panel – Development Assessment Unit