

Pre-lodgement Discussion and Meetings

Conflict of Interest Management Controls

Council-related Development Applications Policy – applies to all applications lodged from 3 April 2023, including preliminary meetings held prior to lodgement.

Any matter must be referred to the Executive Manager Development Assessment (or delegate) and the issue of appropriate management controls must be an agenda item for discussion at the meeting, with the proposed approach recorded as part of the minutes of the meeting.

council-related development means development for which the council is the applicant developer (whether lodged by or on behalf of council), landowner, or has a commercial interest in the land the subject of the application, where it will also be the regulator or consent authority)

Application Details

Application number:	DA2025/0581
Address:	316 Hudson Parade CLAREVILLE
Description:	Demolition works and construction of a swimming pool
Applicant:	Mark Baxter
Land owner:	Tony Walls and Northern Beaches Council

Conflict of Interest risk assessment

Does a potential conflict of interest exist:	Council is the land owner for part of the land – Lot 1 DP 827733 owned by Tony Walls – Lot 2 DP 827733 owned by Northern Beaches Council and leased to Tony Walls. All works i.e. demolition works and construction of a swimming pool are contained on Lot 1 under private ownership, whilst no works are proposed to Lot 2 which is owned by Council but under lease to the owner of Lot 1, is included by the applicant as the site within the application. Council was not involved in the preparation of this application and will not gain financially as a result
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Level of Risk

Low	Medium	High
See below	Any application where the <u>Local Planning Panel</u> is the consent authority or where council has resolved to provide a grant	Any application where <u>the Sydney North Planning Panel</u> is the consent authority or where the CEO determines it high risk
Level of Risk		
	Medium	

Policy Definitions

Low Risk category

- Advertising signage on council properties.
- Internal fit outs and minor changes to the building façade.
- Internal alterations or additions to buildings that are not a heritage item.
- Council-related development in respect of which council may receive a small fee for the use of their land (such as outdoor dining areas for which fees are or may be payable under legislation).
- Alterations and additions to minor structures in parks and other public spaces (such as shade structures in playgrounds).
- Minor building structures projecting from a building façade over public land (such as awnings, verandas, bay windows, flagpoles, pipes and services).

Medium Risk category

- Any council-related development for which the Northern Beaches Local Planning Panel is the consent authority.
- Any council-related development in relation to which council has resolved to provide a grant.

High Risk category

- Any council-related development for which the Sydney North Planning Panel is the consent authority.
- Any council-related development which is assessed as being high risk by the CEO, due to the circumstances of the application.

Management Controls

Policy Controls		
Low	Medium	High
NA	Written records kept of all correspondence with applicant or representative of applicant, all substantial discussions are held in formal meetings which are documented	Written records kept of all correspondence with applicant or representative of applicant, all substantial discussions are held in formal meetings which are documented
Additional Controls for PLM		
	Planning enquiries from provider must only contact Tender managing officer at Council not planning staff, any planning request to be through writing or a PLM	
Likely Controls for Development Application		
Assessed by Council staff	External independent assessment	External independent assessment
Determined by Local Planning Panel unless excluded in Ministerial Directions	Determined by Local Planning Panel	Determined by Sydney North Planning Panel
	External Certification of Construction Certificate	External Certification of Construction Certificate

Completed by:



Name Peter Robinson

Executive Manager, Development Assessments

Date: 23/07/25