

[Insert company header if available]

[Insert Date]

[Insert Applicant/Developer Name]

[Insert ABN (if applicable)]

[Insert Applicant/Developer Name]

Lisa Miscamble
The General Manager
Wingecarribee Shire Council
PO Box 141
Moss Vale NSW 2577

Attention: Contribution Advisor

Dear Sir/Madam,

Proposed Voluntary Planning Agreement Offer by [Insert Applicant/Developer Name] for development at [Insert development address/Lot DP]

[Insert Applicant/Developer Name] offers to enter into a Voluntary Planning Agreement with Wingecarribee Shire Council (Council) under section 7.4 of the *Environmental Planning and Assessment Act 1979* (The Act), in connection with [Insert Development Application or respective Planning Proposal] in accordance with the terms outlined in this Letter of offer and Council's Voluntary Planning Agreements Policy (VPA) in relation to carparking.

Proposed terms of VPA

#	Item	Terms
1	Parties	[Insert Applicant/Developer details]
2	Land	[Insert Address [Insert Lot/DP]
3	Planning Proposal or Development Application	[Insert details of the Planning Proposal and/or Development Application, including a summary description of the proposed changes to the instrument or the proposed development]
4	Development Contributions proposed	Monetary Contributions for Carparking [Insert details of the amount, manner of delivery and timing of any monetary contributions offered]
5	Application of section 7.11, 7.12 and 7.24	[Advise whether the offer is subject to the exclusion of sections 7.11, 7.12 or 7.24 of the Act]
6	Dispute Resolution	[Negotiation, and if unsuccessful proceed to mediation or expert determination]
7	Security	Financial Security [Insert details of respective security (bank guarantees or bonds)]
		Registration [Yes, Voluntary Planning Agreements are required to be registered on all of the Land to which it applies.]
		Restrictions on Issue of Certificates

[Insert company footer if available]

		[Advise where provisions restricting the issue of Construction Certificates, Occupation Certificates and Subdivision Certificates will apply subject to development type]
8	Costs	[Insert Applicant/Developer Name agrees to pay Council's reasonable costs of and incidental to the negotiation, administration and enforcement of the Voluntary Planning Agreement in accordance with the terms set out in this letter of offer.]
9	Other terms	[Advise whether other terms of the template Voluntary Planning Agreement offer are proposed if necessary]

If you require any further information regarding the proposed terms in the Planning Agreement offer, please do not hesitate to contact [Insert Contact Name] on [Insert Contact Number] or via email on [Insert Contact Email].

[Insert signature]
[Insert signatory name]
[Insert signatory role]