



COMMUNITY PROPERTY NEWSLETTER

December 2023

In this issue:

- Electrical Upgrade
- Report it Online
- Reminder to tenants
- Owners Consent
- Council's Shut Down Period

Electrical Upgrade

Due to recent safety incidents and to ensure the safety of both our tenants and staff, we are implementing new procedures related to the electricity in our properties. Only licensed electricians will be permitted to access any switch boards on any premises on Council/Crown land.

If you encounter a locked switch board and require access, please contact us. You can easily submit your access request through the online reporting link provided below.

[Contact us online | Sutherland Shire Council \(nsw.gov.au\)](https://www.sutherlandshire.nsw.gov.au)

To make sure everyone is aware of these new procedures, we will be installing clear and easy to read signage on the premises.

Your safety is our top priority, and we appreciate your cooperation as we work together to create a safe environment for all.

Thank you for your understanding and cooperation.

Report it Online

You are reminded that all maintenance and repair requests for the building structure or public areas are to be reported online. This allows for both tenants and Council to keep a record of the requests being made and to track the progress.

Attached to this newsletter is a QR Code you can display at your facility to make it easier for reporting.

[Contact us online | Sutherland Shire Council \(nsw.gov.au\)](https://www.sutherlandshire.nsw.gov.au)

Reminder to tenants

New contact for your club or organization?

It is important that you keep us informed of any changes to your club/organizations contacts. If you have changed Presidents or staff please email us the new name, contact number and email at property@ssc.nsw.gov.au

Have you had new keys cut for your property?

Make sure you provide a copy of these keys to us. We only use these in a case of an emergency and will let you know if we need to access the building.



COMMUNITY PROPERTY NEWSLETTER

Owners Consent

You can apply for owners consent to upgrade your Council building or a letter of support for grant funding on the Council website [here](#). Depending on the complexity of works and the Planning Pathway the turn around for letters of support can take 28 days. Please apply early as a letter of support cannot be guaranteed in time for grant closure dates.

Some grants now ask for a letter from Council saying a DA is not required. Property **cannot** provide a DA exemption letter. Your options are:

1. Put in a Pre DA application and Planning & Growth staff will provide confirmation and advice via the Planning Pathway (this will take a number of months)
2. Engage a private planner to provide advice
3. Undertake your own investigations of planning pathways as complying or exempt
 - a. Works will require planning approval as [Complying Development under the State Environmental Planning Policy \(Exempt and complying Development Codes\) 2008](#)
 - b. Works do not require planning approval and are considered [Exempt Development under the State environmental Planning Policy \(Exempt and complying Development Codes\) 2008](#)

Improvement works by tenants can often be found in Part 2 Exempt Development Codes/ Division 1 General Exempt Development Code.

You can find more information on our website here [Do I need a DA? | Sutherland Shire Council \(nsw.gov.au\)](#)

Council Shut Down Period

Sutherland Shire Council's Administration building will be shut from 2pm 22 December 2023 until 2 January 2024.

Council's call center will be taking calls during this period. You can call them on 9710 0333, or you can email property@ssc.nsw.gov.au and one of our team will get back to you in the new year.

All maintenance requests can continue to be lodged online during this time as well.

Merry Christmas

We hope you have a Merry Christmas and a safe and healthy holiday season.

We look forward to working with you in 2024.

