

# PLANNING PROPOSAL PROCEDURE

**DIRECTORATE:** Planning and Environment

**BRANCH:** Strategic Planning

**CATEGORY:** 3

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## 1. Context

- 1.1. This Procedure provides a guide for Proponents and Council officers when preparing, submitting and assessing a Planning Proposal and associated processes, such as Development Control Plan (DCP) amendments within the Camden Local Government Area (LGA).
- 1.2. Minor amendments can be made to this procedure with the approval of the Director Planning and Environment and Manager Strategic Planning.

## 2. Parent Policy

- 2.1. This Procedure is to be read in conjunction with the Planning Proposal Policy.

## 3. Statement of Procedures

### 3.1 Pre-lodgement Meeting and Planning Proposal Scoping Report

- 3.1.1 When preparing a Planning Proposal, Proponents should meet with Council officers to discuss the Proposal prior to submission.
- 3.1.2 This pre-lodgement meeting can be booked via the Camden Council [website](#).
- 3.1.3 When booking a pre-lodgement meeting, Proponents must submit a scoping report in accordance with [Attachment A](#) of the Department of Planning and Environment's (DPHI's) [Local Environmental Plan \(LEP\) Making Guideline](#) (LEP Making Guideline).
- 3.1.4 Costs for the review of scoping reports and pre-lodgement meetings are subject to Council's adopted [Schedule of Fees and Charges](#).
- 3.1.5 If a Planning Proposal is submitted to Council without a pre-lodgement meeting being held within the 12 months prior and Council officers determine it to be a Significant Planning Proposal and/or of a complex nature, the proponent will be asked to withdraw the proposal with the request that a pre-lodgement meeting be undertaken.

- 3.1.6 Documented minutes from any previous pre-lodgement meeting(s) and/or previous advice from Council officers and Public agencies should be provided by the Proponent at a pre-lodgement meeting.
- 3.1.7 The Proponent should undertake any required preliminary consultation with NSW Government Agencies prior to a pre-lodgement meeting. Any matters raised by agencies should be addressed in the scoping report. Requirements for initial consultation with NSW Government Agencies are set out in [Attachment B](#) of the LEP Making Guideline.
- 3.1.8 The scoping report will be referred to Council's internal specialists who will review and provide advice on specialist study requirements.
- 3.1.9 At the pre-lodgement meeting, Council officers will discuss the high-level strategic considerations of the Planning Proposal, identify any immediate planning matters to be addressed and any requirements for supporting information to be provided at the time of lodgement. This may include site and strategic merit (including constraints and opportunities) and requirements for a Development Control Plan (DCP) technical/specialist study, mapping, Indicative Layout Plans (ILPs) and design specifications.
- 3.1.10 Council officers will provide a current list of relevant State, regional, district and local strategies, policies, guidelines and design specifications to be considered in the preparation of the Planning Proposal.
- 3.1.11 While Council officers will endeavor to cover all considerations for the Planning Proposal pre-lodgement, additional information and further planning considerations may be required after lodgement.
- 3.1.12 Advice provided at the pre-lodgement stage does not indicate merit or confirm Council's position in any way. This advice will outline key discussions, the high-level issues raised and initial requirements for specialist studies (based on preliminary assessment) and any policy considerations.
- 3.1.13 Council officers will provide written advice following the pre-lodgement meeting within 7 days for Basic or Minor Planning Proposals and 14 days (or as otherwise advised) for Major and Significant Planning Proposals.
- 3.1.14 Any advice provided remains current for 12 months following the meeting, however changes to Council and Government policy may impact the currency of this advice.
- 3.1.15 A copy of any pre-lodgement advice and documentation of any agreements made with Council is to be submitted with the Planning Proposal.

### **3.2 Development Control Plan DCP Pre-lodgement Meeting**

- 3.2.1 New or amended DCPs can be prepared to accompany a Planning Proposal or can be a standalone request.
- 3.2.2 Where a DCP amendment is prepared outside of a Planning Proposal, a pre-lodgement meeting is required. This can be booked online via the Camden Council website.
- 3.2.3 When booking a DCP pre-lodgement meeting, the Proponent should provide copies of the proposed DCP changes, figures, diagrams and maps to visually demonstrate the proposed changes.
- 3.2.4 Any DCP must be prepared in accordance with the relevant State, regional, district and local strategies, policies, guidelines and design specifications.
- 3.2.5 If a Proponent initiated DCP is submitted without a pre-lodgement meeting having been held with Council officers within the previous 12 months, the DCP will be returned to the Proponent with a request that a pre-lodgement meeting is undertaken.

### **3.3 Preparing a Planning Proposal**

- 3.3.1 Planning Proposals must be prepared in accordance with the DPHI's [LEP Making Guideline](#) and must also address any planning considerations provided in any pre-lodgement advice.
- 3.3.2 If located within the South West Growth Area, the Planning Proposal must address the [South West Growth Area Structure Plan](#) and the [Guide to the South West Growth Area](#). This is in accordance with [Section 9.1 Direction 1.21 Implementation of South West Growth Area Structure Plan](#).
- 3.3.3 Planning Proposals should be supported by relevant technical studies and reports, mapping, layout and master plans, development controls and servicing and financing plans for required infrastructure.
- 3.3.4 A summary of the studies to support a Planning Proposal is provided in [Attachment C](#) of the LEP Making Guideline. However, technical and specialist studies must be prepared in accordance with relevant Council policies and strategies, design specifications and established benchmarks.
- 3.3.5 More specific advice on Council's technical and specialist study requirements is provided at a pre-lodgement meeting and/or following initial assessment of a Planning Proposal.

### **3.4 Lodging a Planning Proposal**

3.4.1 All Planning Proposals and supporting information must be lodged via the [NSW Planning Portal](#).

3.4.2 The following information will be required with any Planning Proposal Application:

- i. Application Form (see **Attachment C**), Planning Proposal Checklist (see **Attachment D**) Owners Consent and completed Political Donations Disclosure Form;
- ii. A Planning Proposal Report, which addresses the DPHI's LEP Making Guideline;

3.4.3 The following information may also be required depending on the type and scale of proposal:

- i. Master Plan, Structure Plan, Concept Development Plans, Urban Design Report;
- ii. A draft DCP;
- iii. Traffic, Parking and Accessibility Report;
- iv. Environmental constraints reports (stormwater, flooding, biodiversity and bushfire);
- v. Utilities Servicing Report, that clearly demonstrates that all servicing requirements can be met;
- vi. Economic and Residential Demand Analysis; and
- vii. Local Infrastructure Analysis and Mechanism, which considers the impacts/demand of the Proposal on local infrastructure, the applicable development contributions plan (CP), any proposed VPAs or amendments to the CP, and then recommends a suitable development contributions framework.

3.4.4 Architectural Plans may be required for some Planning Proposals and should include a site and concept plan and depict landscaped areas, car parking, setbacks, shadow diagrams, building footprints and building heights (at a minimum).

3.4.5 A completed Planning Proposal Checklist is required to be lodged with any Proposal.

3.4.6 Initial fees, in accordance with Council's adopted fees and charges, are payable following lodgement.

3.4.7 Council officers will contact the Proponent to arrange for payment of these fees. A Planning Proposal is not considered to be lodged until payment of initial fees has been received.

3.4.8 Any Significant Planning Proposal must be accompanied by completed draft Governance Documentation including a [Project Overview, Probitity Plan \(and attachments\)](#) and a signed [Communication and Engagement Plan](#). A Planning Proposal is not considered to be lodged until this documentation is provided.

### **3.5 Assessment of Planning Proposals**

- 3.5.1 Categories for Planning Proposals are defined in Section 5.2 of the Planning Proposal Policy.
- 3.5.2 All Planning Proposals will be assessed on strategic merit. Other considerations include, where appropriate, masterplanning, good design principles, response to site constraints and opportunities, environmental and social impacts, provision of social and recreational facilities, traffic and transport and ability to service with required infrastructure.
- 3.5.3 The assessment stages of a Planning Proposal are outlined in **Attachment A** of this Procedure.
- 3.5.4 Any minutes for meetings held with the Proponent and Council officers will be issued by Council officers within 10 days (or unless otherwise agreed) following the meeting.
- 3.5.5 The assessment of infrastructure demand and the potential solutions or mechanisms provided with the Planning Proposal will inform the assessment of the Proposal in terms of the services and infrastructure that are or will be available to meet the demands arising from the Proposal. This is a fundamental consideration in the assessment of whether or not a Proposal should proceed to Gateway Determination.

### **3.6 Additional considerations for the assessment of Significant Planning Proposals**

- 3.6.1 The assessment and management of Significant Planning Proposals is guided through an internal Governance Framework that includes requirements for the completion and submission of Governance Documentation including a Probity Plan, a Project Overview, a Communication and Engagement Plan and a Fee Agreement.
- 3.6.2 Significant Planning Proposals require a Fee Agreement between Council and the Proponent at the initial assessment stage. Any delay in finalising this agreement may impact assessment timeframes for the Proposal.

### **3.7 Initial Notification of a Planning Proposal**

- 3.7.1 Submissions received during the Initial Notification period will be considered in a report to the CLPP and Council.
- 3.7.2 Submitters at the Initial Notification stage will be advised of any public exhibition required by Gateway Determination.
- 3.7.3 Submissions received during the Initial Notification period (if applicable) will not be counted as a submission to the formal public exhibition required by a Gateway Determination.

### **3.8 Consultation with Public Agencies**

- 3.8.1 Council may undertake consultation with Government agencies at any stage of the Planning Proposal process.
- 3.8.2 Where issues are raised by Government agencies, the Proponent may be required to work with the relevant agency to resolve the issue. Council may work separately with the agency to understand the scope of the issue and if the issue can be resolved in an appropriate timeframe.
- 3.8.3 Where an issue raised by a Government agency that is supported by a Direction under section 9.1 of the EP&A Act cannot be resolved, the Proponent will be asked to withdraw the Proposal.

### **3.9 Communication via NSW Planning Portal**

- 3.9.1 Formal communication is to be directed through the NSW Planning Portal. This is where requests for information will be generated by Council officers and updated documentation from the Proponent will be received.
- 3.9.2 It is the responsibility of the Proponent to regularly check the Portal for updates.

### **3.10 Monitoring and Administration of a Planning Proposal**

- 3.10.1 Planning Proposals will be monitored via the Project Overview and Council's system, with key milestones updated as the Proposal progresses. Some Planning Proposals may also be monitored via Council's Project Management System.
- 3.10.2 Any Probity Plan required in support of a Planning Proposal will be reviewed and updated as required.
- 3.10.3 Any changes to the Proponent's landowner's conflicts of interest or matters covered in any non-disclosure agreement (covered in the probity plan template), must be disclosed to Council officers as soon as they arise. Council officers must also disclose any conflicts of interest if they arise throughout the project.
- 3.10.4 Conflicts of interest and confidentiality agreements will be reviewed at key stages of the Proposal. These stages are identified in **Attachment A** of this Procedure.
- 3.10.5 All files and correspondence relating to the Planning Proposal, including key documents, agendas and minutes, are completed and maintained through Council's Electronic Document Management System (EDMS). The Stage Gate Checklist provided in **Attachment B** must be completed at the end of each stage of a Planning Proposal

(as detailed in **Attachment A** Stages of a Planning Proposal) to ensure record keeping is up to date.

3.10.6 For Significant Planning Proposals, a formal review and debrief will be undertaken at key stages to identify improvement opportunities, understand and resolve key issues impacting progress, and review planned milestones.

### **3.11 Finalising a Planning Proposal**

3.11.1 Finalisation of a Planning Proposal will be carried out in accordance with the Gateway Determination and [LEP Making Guideline](#).

## **4. Roles and Responsibilities**

### **4.1. Director Planning and Environment**

The Director of Planning and Environment is responsible for approving minor amendments to this Procedure.

### **4.2. Manager Strategic Planning**

The Manager of Strategic Planning is responsible for this Procedure and will coordinate the following functions in relation to the Procedure:

- Keeping this Procedure current
- Ensuring relevant staff are aware of this Procedure and implementing its requirements.
- Providing a point of contact about the purpose and application of the Procedure.
- Approval of minor amendments to the Procedure.

### **4.3. Council officers**

Council officers will be responsible for the following functions in relation to the Procedure:

- Implementing the requirements of this Policy when conducting their statutory functions in relation to the assessment of Planning Proposals and requests for Development Control Plan amendments.
- Drafting minor amendments to the Procedure.

## **5. Reporting**

5.1. There are no reporting obligations required under this Procedure.

## **6. Evaluation**

- 6.1 The performance measures relevant to this Procedure are based on compliance with this Procedure.
- 6.2 This Procedure will be reviewed every three years or more frequently as required.

## **7. Definitions**

- 7.1 The definitions relevant to this Procedure are set out in the Planning Proposal Policy.

## **8. Related Materials**

- 8.1 The related material that affects the implementation of this Procedure is outlined in the Planning Proposal Policy.

## **9. Related Business Processes (Process Manager)**

- Planning Proposal Pre-Lodgement Meeting
- Planning Proposal Procedure

<b>Approval and Review</b>	
<b>Responsible Branch</b>	Strategic Planning
<b>Responsible Manager</b>	Manager Strategic Planning
<b>Date Adopted</b>	Executive Leadership Group – 28/02/2024
<b>Version</b>	1
<b>EDMS Reference</b>	24/136613
<b>Date of Next Review</b>	28/02/2027

<b>Version Control</b>				
<b>Version</b>	<b>Date Adopted</b>	<b>Approved By</b>	<b>EDMS Ref.</b>	<b>Description</b>
1	28/02/2024	ELG	24/136613	Initial adoption of procedure.

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment A – Stages of a Planning Proposal

The following table sets out the stages for the assessment of a Planning Proposal. Activities within each stage may not always be fixed and depending on the Proposal, some activities may occur out of sequence or concurrently and some may not be applicable.

Stage	Activity	Description
<b>Initial Review and Assessment</b>	<b>1.</b>	<p><b>Scoping Report</b></p> <p>Scoping reports are submitted to Council prior to a pre-lodgement meeting. Council will refer these to the relevant Government agencies and provide any advice to the Proponent as part of a pre-lodgement meeting(s).</p>
	<b>2.</b>	<p><b>Pre-lodgement and Scoping Report</b></p> <p>Pre-lodgement meeting(s) with Council officers to discuss the Planning Proposal and/or Development Control Plan (DCP), prior to lodgement.</p>
	<b>3.</b>	<p><b>Lodgement</b></p> <p>Lodgement of Planning Proposal, Technical Studies, Supporting Documentation, Indicative Layout Plan (ILP), Draft DCP and Governance Documentation (for Significant Planning Proposals).</p>
	<b>4.</b>	<p><b>Scoping and Review</b></p> <p>Finalisation of Project Framework Documentation and commencement of Fee Agreement negotiation.</p> <p>Council officers will issue the Proponent with the draft Fee Agreement and final draft copies of the following:</p> <ul style="list-style-type: none"> <li>• Probity Plan;</li> <li>• Project Overview;</li> <li>• Communication and Engagement Plan; and</li> <li>• Signed Confidentiality Agreement.</li> </ul>
	<b>5.</b>	<p><b>Execution of Fee Agreement</b></p> <p>Council officers and the Proponent will finalise and execute the final Fee Agreement.</p> <p>Further stages in the Planning Proposal will rely on this Fee Agreement being executed.</p>

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment A – Stages of a Planning Proposal

Stage	Activity	Description
	<b>6.</b>	<p><b>Preliminary Review</b></p> <p>Council officers will review the package including the ILP, Planning Proposal, draft DCP and technical studies.</p> <p>Preliminary consultation with relevant agencies may also occur at this stage.</p> <p>Council officers may request additional information and/or updates to any of the package documents from the Proponent where required.</p>
	<b>7.</b>	<p><b>First Request for Information (RFI)</b></p> <p>Council officers will provide a letter advising of any information outstanding or key issues that are to be addressed prior to initial notification.</p>
	<b>8.</b>	<p><b>Proponent response to RFI</b></p> <p>Proponent to review and address RFI and provide documentation as requested.</p>
	<b>9.</b>	<p><b>Initial Notification and Preliminary Consultation with NSW Government Agencies</b></p> <p>Council officers will undertake initial notification of the Planning Proposal and preliminary consultation with NSW Government Agencies. The stage and timing of initial notification and preliminary consultation may vary and will be determined on a case by case basis.</p>
	<b>10.</b>	<p><b>Consideration of Submissions and Post Initial Notification Amendments</b></p> <p>Council officers will request additional information to address key matters raised via the initial notification. Officers will undertake an assessment of the revised proposal prior to preparing a report to the Camden Local Planning Panel (CLPP).</p>
	<b>11.</b>	<p><b>Finalisation of Draft ILP</b></p> <p>The ILP is to be finalised prior to the preparation/amendment of the Contributions Plan or Voluntary Planning Agreement (VPA). Support and sign-off from Council officer subject matter experts is required prior to progressing the preparation of Contributions Plan or VPA.</p> <p>Council is to be satisfied that the submissions made in response to the initial notification and any concerns raised, are largely resolved prior to progressing to the CLPP.</p>

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment A – Stages of a Planning Proposal

Stage	Activity	Description
	<b>12.</b>	<p><b>Preparation of Section 7.11 Plan or VPA</b></p> <p>As the physical design of the new community evolves, the delivery of new infrastructure items are to be funded under s7 .11 of the <i>Environmental Planning and Assessment Act 1979</i> (EP&amp;A Act). Preparation of a Contributions Plan needs to occur at this stage, as these items need to be tracked and costed so that a final draft Contributions Plan can be drawn up once the ILP is agreed upon. The Contributions Plan will require the endorsement of Council.</p> <p>A Voluntary Planning Agreement (VPA) may also be prepared to supersede the existing Contributions Plan. The VPA will require the consideration of Council.</p> <p>Note: This process is undertaken by the Contributions Team and is separate to the Planning Proposal process.</p>
	<b>13.</b>	<p><b>Debrief, Review of Project and Probity Plan Check In</b></p> <p>A formal review and debrief will be undertaken by the Project Working Group (PWG) at key stages to identify improvement opportunities and to understand and resolve key issues impacting progress.</p> <p>A review of the probity plan, to ensure conflict of interest forms and confidentiality agreements are up to date, will also be undertaken at this stage.</p>
	<b>14.</b>	<p><b>Report to Camden Local Planning Panel (CLPP)</b></p> <p>Under section 9.1 of the EP&amp;A Act, all planning proposals are required to be reported to the CLPP for advice prior to Council Determination.</p>
	<b>15.</b>	<p><b>Updates to the Planning Proposal Post-reporting to the CLPP</b></p> <p>In some circumstances, amendments to the Planning Proposal may be required based on the advice provided by the CLPP. Where this occurs, updates will need to be completed prior to reporting the Planning Proposal Council.</p>
<b>Reporting to Council</b>	<b>1.</b>	<p><b>Report to Council</b></p> <p>A report is required to be prepared for Council’s consideration to endorse the Planning Proposal and forward it to the Minister seeking a Gateway Determination under s 3.34 of the EP&amp;A Act.</p> <p>A report to Council will only be prepared when the Proposal is at a stage where Council officers believe all issues relevant to the Proposal have been resolved and that the Proposal can proceed to a Gateway Determination without any further delays.</p>

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment A – Stages of a Planning Proposal

Stage	Activity	Description
	<b>2.</b>	<p><b>Contributions Plan Report to Council (if required)</b></p> <p>Council’s Contributions Planning Team will undertake a separate report to Council. This will be run concurrently with the Planning Proposal process.</p> <p>Note: This process is undertaken by the Contributions Team and is separate to the Planning Proposal Process.</p> <p>If proposing to enter into a VPA, the Proponent will need to provide a Letter of Offer, to Council officers with the Planning Proposal.</p>
<b>Gateway and Pre-Exhibition</b>	<b>1.</b>	<p><b>Submit the Planning Proposal to Minister for Gateway Determination</b></p> <p>Subject to endorsement from Council, Council officers will forward the Planning Proposal to the Department of Planning, Housing and Infrastructure (DPHI) for consideration and issuing of a Gateway Determination in accordance with s 3.34 of the EP&amp;A Act.</p>
	<b>2.</b>	<p><b>DPHI Review and Issue of Gateway Determination</b></p> <p>DPHI will review the proposal and issue a Gateway Determination if the Planning Proposal has met all relevant requirements.</p>
	<b>3.</b>	<p><b>Complete Required Technical Information</b></p> <p>Council officers will provide additional technical information where required. The Proponent may be required to assist with the preparation of required technical information to satisfy the conditions of the Gateway Determination.</p>
	<b>4.</b>	<p><b>Consult with Government Agencies</b></p> <p>Council officers will consult with Government agencies in accordance with the conditions of the Gateway Determination.</p>
	<b>5.</b>	<p><b>Debrief, Review of Project and Probity Plan Check In</b></p> <p>A formal review and debrief will be undertaken by the PWG at key stages to identify improvement opportunities, understand and to resolve key issues impacting progress.</p> <p>A review of the probity plan, to ensure conflict of interest forms and confidentiality agreements are up to date, will also be undertaken at this stage.</p>

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment A – Stages of a Planning Proposal

Stage	Activity	Description
<b>Public Exhibition</b>	<b>1.</b>	<p><b>Public Exhibition</b></p> <p>The Planning Proposal package will be exhibited in accordance with the conditions of the Gateway Determination. This may involve a 4 – 6 week exhibition period or in some cases longer, depending on the circumstances.</p>
	<b>2.</b>	<p><b>Consideration of submissions and post-exhibition amendments</b></p> <p>Council officers consider submissions received and make amendments to the proposal, where appropriate.</p>
	<b>3.</b>	<p><b>Post-exhibition report to Council</b></p> <p>A post-exhibition report to Council may be required if there are unresolved issues as a result of submissions received. If there are no unresolved submissions and there are no significant post-exhibition amendments proposed to the ILP, a post-exhibition report to Council may not be required.</p>
	<b>4.</b>	<p><b>Debrief, Review of Project and Probity Plan Check In</b></p> <p>A formal review and debrief will be undertaken by the PWG at key stages to identify improvement opportunities and to understand and resolve key issues impacting progress.</p> <p>A review of the probity plan, to ensure conflict of interest forms and confidentiality agreements are up to date, will also be undertaken at this stage.</p>
<b>Finalisation</b>	<b>1.</b>	<p><b>Submit Proposal to DPHI to Finalise the Local Environmental Plan (LEP) or State Environmental Planning Policy (SEPP)</b></p> <p>This stage will include the review of finalisation documents, preparing a planning report to ensure that all matters have been resolved, checking of proposed mapping, and review of wording by the Parliamentary Counsel's Office (PCO).</p>
	<b>2.</b>	<p><b>Ministerial Approval</b></p> <p>After considering the planning report, the Minister for Planning and Public Spaces approves, amends or does not approve the planning changes.</p>

**Camden Council**  
Planning Proposal Procedure (P2.0356.1)  
Attachment A – Stages of a Planning Proposal

Stage	Activity	Description
	<b>3.</b>	<b>Notification of LEP or SEPP</b>  Once the plan is made, DPPI requests that PCO notify the plan on the NSW Legislation website. Where the council is the Local Plan Making Authority (LPMA), it must request that DPPI notify the plan. The plan comes into force on the day the LEP is published on the NSW Legislation website, or at a later date specified in the LEP.
	<b>4.</b>	<b>Formal De-Brief</b>  Following the notification of the LEP or SEPP, a formal debrief and review of the Planning Proposal assessment process is required. This process is to include Council officers and management. Consultation with the Proponent may also be undertaken.

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment B – Stage Gate Checklist

<b>Select Planning Proposal Stage</b> (refer to Attachment A):		
Stage 1	Initial Review and Assessment	<input type="checkbox"/>
Stage 2	Reporting to Council	<input type="checkbox"/>
Stage 3	Gateway and Pre-Exhibition Stage	<input type="checkbox"/>
Stage 4	Public Exhibition	<input type="checkbox"/>
Stage 5	Finalisation	<input type="checkbox"/>

<b>Planning Proposal Name</b>	
<b>EDMS Number</b>	
<b>Date</b>	
<b>Checklist Completed by:</b>	

<b>Item</b>	<b>Yes/ No</b>	<b>Comment</b>
<b>General</b>		
1. Have all records been saved and titled in line with Council's <a href="#">Business Rules and Naming Conventions for EDMS</a> ?		
<b>Fees</b>		
2. Have the relevant fees for this stage been invoiced and paid?		
<b>Correspondence and Records of Meetings</b>		
3. Have records of all meetings (including minutes and agendas) been typed up and saved in the EDMS file and distributed to attendees?		
4. Have records of verbal and e-mail communications with the proponent been recorded and saved in EDMS?		
5. Have records of all verbal and e-mail communications with agencies been recorded and saved in EDMS?		

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment B – Stage Gate Checklist

6. Have records of all verbal and e-mail communications with internal staff been recorded and saved in EDMS?		
7. Have records of all verbal and e-mail communications with the community been recorded and saved in EDMS?		
<b>Documentation</b>		
8. Has all documentation lodged on the Planning Portal been downloaded and saved into EDMS?		
9. Have all superseded documents been renamed and moved to a superseded subfolder?		



**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment C – Planning Proposal and Development Control Plan  
 Application Form

**Part 5 – Proposed Amendment (tick all that apply)**

Zone	<input type="checkbox"/>	Height of Building	<input type="checkbox"/>	Development Control Plan (DCP)	<input type="checkbox"/>
Heritage	<input type="checkbox"/>	Floor Space Ratio	<input type="checkbox"/>	Proposed DCP amendment	<input type="checkbox"/>
Development Control Plan	<input type="checkbox"/>	[Other proposed amendment]	<input type="checkbox"/>	[Proposed amendment] DCP	<input type="checkbox"/>
Minimum Lot Size	<input type="checkbox"/>	[Other proposed amendment]	<input type="checkbox"/>	[Proposed amendment] DCP	<input type="checkbox"/>
Additional Permitted Uses	<input type="checkbox"/>	[Other proposed amendment]	<input type="checkbox"/>	[Proposed amendment] DCP	<input type="checkbox"/>

**Part 6 – Category of Planning Proposal (please nominate)**

Minor (Standard)	<input type="checkbox"/>	Major (Complex)	<input type="checkbox"/>	Significant	<input type="checkbox"/>
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Categories are subject to Council’s Planning Proposal Policy. Council officers may review and change the category of a Planning Proposal after lodgement and at any stage of assessment.

**Part 7 - Fees**

The fees payable for Planning Proposals are listed in the [Schedule of Fees](#) available on Council’s website. Fees vary depending on whether the Planning Proposal is considered to be Minor (Standard), Major (Complex) or Significant and are in accordance with the categories defined in Council’s Planning Proposal Policy. Council officers will contact you to organise payment of initial fees following lodgement. Significant Planning Proposals will also require a that a Fee Agreement is entered into following lodgement and payment of initial fees.

**Part 8 – Applicant Details**

Title	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation / Company Name (if applicable)		
<input type="text"/>		
Address		
<input type="text"/>		
Contact Phone Number	Email Address	
<input type="text"/>	<input type="text"/>	

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment C – Planning Proposal and Development Control Plan  
 Application Form

**Note:**

*All contact regarding applications will be made through the applicant. If you wish to authorise another person/company to be the contact for your application, a separate written statement must be provided clearly stating their name and contact details.*

**Part 9 – Owners Consent/Landowner Consultation**

Title	Given Name(s)	Family Name

Organisation/Company Name (if applicable)	ABN/ACN

Address

Contact Phone Number:	Email Address

First Owner's/Authorised Delegate's Signature	Date

Second Owner's/Authorised Delegate's	Date

Third Owner's/Authorised Delegate's Signature	Date

**Note:**

*Where the proposal involves multiple properties under separate ownership, the proponent is required to engage with all landowners and seek their consent to the lodgement of a Planning Proposal.*

*If there is insufficient room above, or as an alternative to the above, the applicant can provide a signed letter from the respective landowners consenting to the lodgement of the application or evidence of consultation with landowners.*

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment C – Planning Proposal and Development Control Plan  
 Application Form

**Part 10 – Have you had a Pre-Lodgement Meeting with Council’s Strategic Planning Officers?**

Yes – Officer(s) Name:	Date:
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No

*Note: A Pre-Lodgement Meeting is required within the 12 months prior to lodgement of a Significant Planning Proposal and for any proposal or DCP deemed to require input from Council in its preparation.*

**Part 11 – Conflicts of Interest**

Does Camden Council employ the applicant or owner(s) of the property or is the applicant or owner(s) a Councillor?	Yes	No
	state below	

Is the application being submitted on behalf of a Council employee or Councillor?	Yes	No
	state below	

If yes, state their name(s):		
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**Part 12 – Applicant Declaration**

Under Section 10.4 of the *Environmental Planning and Assessment Act 1979* any reportable political donation to a Councillor and/or any gift of a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed. Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two (2) years? If yes, complete the Political Donation and Gifts Disclosure Statement and lodge it with this application. If no, in signing this application I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination. Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

- All information in the application is to the best of my knowledge, true and correct.
- I understand if the information is incomplete, the application may be rejected or more information may be requested.
- I accept processing delays will arise if there are inadequacies with the application.
- I declare the electronic data provided is a true copy of all plans and associated documents submitted with this application.

<ul style="list-style-type: none"> <li>I understand Council may use materials provided for notification/advertising purposes.</li> <li>I understand the materials provided will be made available to the public for inspection and copying at Council’s Customer Service areas and on Council’s website.</li> </ul> <p>I am authorised by the copyright holder of any material submitted with this application to provide this material to Council. In doing so I understand, and the copyright holder acknowledges that this material may be made publicly available at Council’s offices, on Council’s website and to third parties on request both during and after the assessment is completed.</p>	
Applicant Signature:	Date:

<b>Part 13 – General Information</b>
<p>All information required by the relevant information checklist must be submitted onto the portal or Council will not accept your application. The decision as to whether or not the information you have submitted is satisfactory rests with Council.</p> <p>Information submitted with this application may be made accessible to Council officers or in response to Government information (Public Access) Act requests.</p> <p>All Planning Proposals are to be lodged via the NSW Planning Portal. Development Control Plans can be either submitted on the portal with a Planning Proposal or in the case of a standalone DCP amendment, they may be submitted to directly to Council.</p>

**Camden Council**  
**Planning Proposal Procedure (P2.0356.1)**  
**Attachment D – Planning Proposal Submission Checklist**

The following information must be submitted with an application. NOTE: Please ensure that all documentation listed is submitted at lodgement otherwise this may delay formal acceptance and processing of the application.

<b>Required Information</b>	<b>Applicant to tick</b>
1. Completed Application Form.	<input type="checkbox"/>
2. Statement of disclosure of political donations.	<input type="checkbox"/>
Description of subject land/property and locality.	<input type="checkbox"/>
3. Council correspondence in response to the pre-lodgement meeting (if held).  Date of Pre-Lodgement Meeting: -----  <i>Please note: If your Planning Proposal fits within a Major or Significant category, you will be required to attend a Pre-Lodgement Meeting within the 12 month period prior to lodging your proposal. More information on this requirement is provided in Council's Planning Proposal Policy and Procedure.</i>	<input type="checkbox"/>
4. Planning Proposal Report which includes and addresses the mandatory components indicated in the Department of Planning and Environment's (DPE) <a href="#">Local Environmental Plan (LEP) Making Guidelines</a> :	<input type="checkbox"/>
a) Introduction: Brief overview of the Planning Proposal and any relevant history, detailed analysis of the site and surrounding locality identifying any relevant issues that need to be addressed in considering the Planning Proposal (e.g., site constraints and other development barriers), including site plan and land sizes.	<input type="checkbox"/>
b) Objectives and intended outcomes of the Planning Proposal.	<input type="checkbox"/>
c) An explanation of the provisions that are to be amended or included in either the <i>Camden Local Environment Plan 2010</i> or the <i>State Environmental Planning Policy (Precincts - Western Parkland City) 2021</i> .	<input type="checkbox"/>

**Camden Council**  
**Planning Proposal Procedure (P2.0356.1)**  
**Attachment D – Planning Proposal Submission Checklist**

d) Justification and process for implementation of proposed amendments and outcomes (including assessment against relevant Section 9.1 Ministerial Directions, justification that the proposal is the best means of achieving the desired outcomes, consideration of alternative options, and consideration of relevant State, regional, and local planning strategies).	<input type="checkbox"/>
e) Draft LEP or SEPP mapping of current and proposed changes to maps and any DCP mapping	<input type="checkbox"/>
f) Proposed community consultation (including consultation with any relevant government agencies).	<input type="checkbox"/>
g) Site plan drawn to scale (with north point clearly shown) indicating physical features such as trees, topography, existing buildings, and all adjoining properties and buildings.	<input type="checkbox"/>
h) Detailed analysis of the site and surrounding locality identifying any relevant significant issues that need to be addressed in considering the Planning Proposal (e.g., site constraints and other development barriers).	<input type="checkbox"/>
i) Photos/ photomontages of the site and surrounding area.	<input type="checkbox"/>
j) Relevant plans and concept drawings demonstrating the proposed amendments including any Indicative Layout Plan (ILP), Masterplan, Concept Design Plan.  <i>Note: The ILP must be in accordance with the <a href="#">South West Growth Area Structure Plan</a> and the <a href="#">Guide to the South West Growth Area</a> (for Planning Proposals in the South West Growth Area).</i>	<input type="checkbox"/>
k) Explanation of any intended activities for the site if the Planning Proposal is successful and their potential impacts on the surrounding area (e.g., traffic and parking, noise, amenity, odour, solar access, privacy etc.).	<input type="checkbox"/>
l) Details of substantial public benefit that would result from the Planning Proposal, including any public benefit offer to be secured through a planning agreement.	<input type="checkbox"/>
m) Draft Site-Specific Development Control Plan.	<input type="checkbox"/>

**Camden Council**  
**Planning Proposal Procedure (P2.0356.1)**  
**Attachment D – Planning Proposal Submission Checklist**

	n) Councillor briefing presentation material (i.e., information for powerpoint slides including images and diagrams and a summary of the proposal).	<input type="checkbox"/>
5.	Supporting Specialist Technical Studies:  <i>Note: Council officers provide advice on the supporting studies required for a specific Planning Proposal in a Planning Proposal Pre-Lodgement Meeting.</i>	<input type="checkbox"/>
	a) Aboriginal Cultural Heritage Assessment.	<input type="checkbox"/>
	b) Acoustic Assessment.	<input type="checkbox"/>
	c) Agricultural Land Capability/ Land Use Conflict Report.	<input type="checkbox"/>
	d) Airspace Operations Assessment.	<input type="checkbox"/>
	e) Bushfire Assessment Report.	<input type="checkbox"/>
	f) Commercial/Retail Viability Analysis/Economic Impact Report.	<input type="checkbox"/>
	g) Compliance with Housing SEPP (where applicable).  <i>Note: The proposal is to demonstrate that a development under the proposed controls can comply with Housing SEPP and the Apartment Design Guide.</i>	<input type="checkbox"/>
	h) Site Contamination and Acid Sulphate Soil Assessment.	<input type="checkbox"/>
	i) Development Yield Analysis (potential residential yield & employment generation).	<input type="checkbox"/>
	j) Commercial/Retail Viability Analysis/Economic Impact Report.	<input type="checkbox"/>
	k) European Cultural Heritage Assessment.	<input type="checkbox"/>
	l) Flood Assessment (including flood impact and modelling).	<input type="checkbox"/>
	m) Flora and Fauna Assessment.	<input type="checkbox"/>
	n) Geotechnical Assessment Report.	<input type="checkbox"/>
	o) Infrastructure Demand Analysis and Servicing Strategy.	<input type="checkbox"/>
	p) Landscaping and Street Tree Planting Strategy.	<input type="checkbox"/>

**Camden Council**  
 Planning Proposal Procedure (P2.0356.1)  
 Attachment D – Planning Proposal Submission Checklist

	q) Recreation, Open Space and Community Facilities Assessment.  <i>Note: To be prepared accordance with the <a href="#">Camden Spaces and Places Strategy 2020</a>.</i>	<input type="checkbox"/>
	r) Riparian Lands Assessment.	<input type="checkbox"/>
	s) Social and Health Impact Assessment.	<input type="checkbox"/>
	t) Traffic, Transport & Accessibility Study (including parking, pedestrian, & traffic).	<input type="checkbox"/>
	u) Urban Design Analysis (including building mass/shadow diagrams).	<input type="checkbox"/>
	v) Urban Heat Strategy.	<input type="checkbox"/>
	w) Visual Impact Assessment.	<input type="checkbox"/>
	x) Water Cycle Management Assessment.	<input type="checkbox"/>
	y) Any other study deemed appropriate or required by Council officers at Planning Proposal scoping meeting.  Please specify: -----	<input type="checkbox"/>
6.	Completed draft Governance Templates (for Significant Planning Proposals) <sup>1</sup> .	<input type="checkbox"/>
	a) <a href="#">Project Overview</a>	<input type="checkbox"/>
	b) <a href="#">Probity Plan</a>	<input type="checkbox"/>
	c) <a href="#">Communication and Engagement Plan</a>	<input type="checkbox"/>
7.	The Planning Proposal and all supporting documentation (including this completed checklist) is to be submitted via the NSW Planning Portal.	<input type="checkbox"/>
<b>DECLARATION:</b>		
<ul style="list-style-type: none"> <li>I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.</li> </ul>		

**Camden Council**  
Planning Proposal Procedure (P2.0356.1)  
Attachment D – Planning Proposal Submission Checklist

- I understand that if the information is incomplete the application may be returned, delayed, rejected or more information may be requested.
- I acknowledge that if the information provided is misleading, any approval granted 'may be void'.
- I have submitted all plans, forms and documentation as outlined in the checklist.

Signature(s)

Date:

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<sup>i</sup> Submitted Draft Governance Plans are subject to Council Officer review and agreement