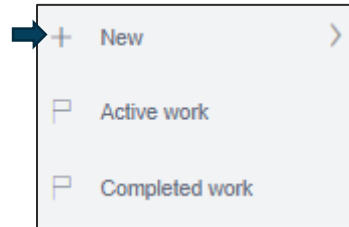


Submitting a Planning Proposal

Applicant

To submit a planning proposal to council, please follow the steps below.

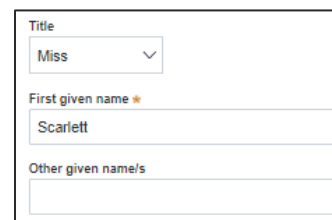
1. After logging in, **click** New from the menu.



2. **Click** Planning Proposal to open new application.

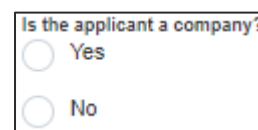


3. **Enter** applicant details.

A screenshot of a form for entering applicant details. The form is light grey with a dark grey border. It contains three fields: 'Title' with a dropdown menu showing 'Miss', 'First given name' with the text 'Scarlett', and 'Other given name/s' which is currently empty.

Note: The applicant details fields will pre populate with the log in credentials.

4. **Indicate** whether the applicant is a company or not. If Yes is selected, enter the company details.

A screenshot of a form element asking 'Is the applicant a company?'. It has two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected.

5. **Click** Save and continue.

Save and continue

Submitting a Planning Proposal



Applicant

6. **Select** the land the planning proposal relates to.

What land does the planning proposal apply to? *

- Whole of the LGA
- Large area of the LGA (six or more lots)
- Individual properties (five or less lots) within the LGA

Note: If whole LGA (Local Government Area) or large area of LGA is selected, you will be prompted to enter the LGA name. If individual properties are selected, you will be required to enter individual addresses.

7. **Enter** site address or Lot/Section Number/Plan

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

8. **Select** Primary address.

Street address	LGA	Lot/Section/Plan	Primary address?
5 BROWN STREET PENRITH 2750	PENRITH	23 / — / DP2167	<input checked="" type="checkbox"/>

9. **Indicate** the controls the planning proposal relates to.

What controls does the planning proposal relate to? *

- The planning proposal relates to map based planning provisions
- The planning proposal relates to the wording of Environmental Planning Instrument provisions
- The planning proposal relates to a combination of map based and word based planning provisions

10. **Select** which planning provision the planning proposal seeks to amend.

Which planning provisions does the planning proposal seek to amend?

- Land use zone
- Minimum lot size
- Maximum height of building
- Floor space ratio

Note: Multiple provisions can be selected.

Submitting a Planning Proposal



Applicant

11. **Indicate** if a pre-lodgement meeting has been held with the relevant council.

Has a pre-lodgement meeting been held to discuss the planning proposal with the council staff?

Yes

No

12. **Indicate** if the planning proposal application is accompanied by a Voluntary Planning Agreement (VPA).

Is the planning proposal application accompanied by a voluntary planning agreement (VPA)?

Yes

No

13. **Indicate** if the applicant or the owner are an employee or councillor of the council assessing the application.

Is the applicant or owner an employee or councillor of the council assessing the application?

Yes

No

Unknown

14. **Indicate** if the applicant or the owner have a relationship with any staff or council or of the councillor assessing the application.

Does the applicant or owner have a relationship with any staff or council or of the Councillor assessing the application?

Yes

No

Unknown

15. **Indicate** if you are aware of any person who has financial interest in the application who has made a political donation or gift in the past two years.

Are you aware of any person who has financial interest in the application who has made a political donation or gift in the last two years?

Yes

No

16. **Click** Save and continue.

Save and continue

17. **Enter** the details of the person who will be making payment of fees for the application.

First given name *	Scarlett
Other given name/s	
Family name *	Citizen
Contact number *	0298121314

Submitting a Planning Proposal

Applicant

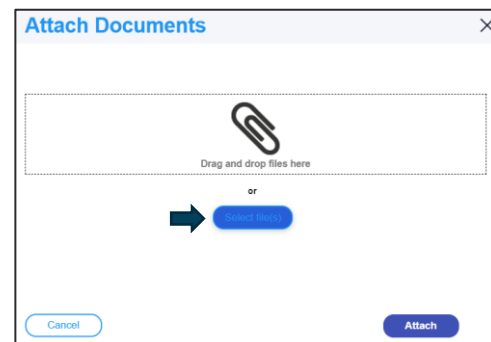
18. Click Save and continue.

Save and continue

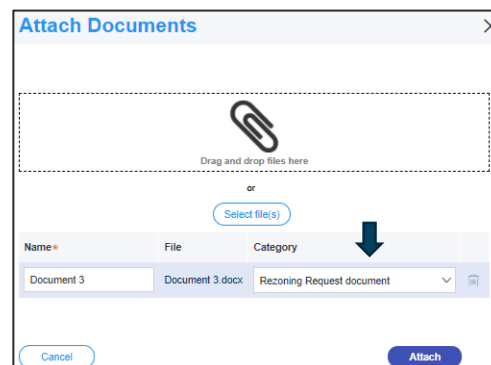
19. Click Upload.

Upload

20. Click select files to search for files saved to your computer. Alternatively, you can drag and drop files into the space provided.



21. After selecting the relevant files to upload, the files will appear in a list as indicated. You will need to categorise each document by selecting a category from the drop-down menu corresponding to each file.



22. Click Attach.

Attach

23. Click Save and Continue.

Save and continue

Submitting a Planning Proposal



Applicant

24. **Complete** the declarations by ticking each box.

Declarations *	
<input type="checkbox"/>	I declare that all the information and documentation provided is, to the best of my knowledge, true and correct.
<input type="checkbox"/>	I understand that the original application and accompanying information, as well as the decision to review the det relevant agency(ies) for the purposes of the rezoning review determination.

25. **Click** Submit.

Submit

Note: The case will now workflow to the relevant council.

End of steps

Further information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.

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