**Scoping Checklist**

*<delete these instructions once the checklist has been completed>*

*The following is to be used to determine the scope required to support Council’s assessment of Planning Proposals during the LEP Making Process.*

*Scope requirements are to be reviewed and amended based on the requirements of the project.*

***Instructions***

1. *Add or delete rows to tailor the scope items to each project.*
2. *Populate the ‘Management Responsibility’ column with the details of the person responsible for managing each scope item.*

*3) Populate the ‘Internal Capability and Capacity’ with commentary to indicate whether the scope item can be undertaken in-house or whether external assistance is required.*

| General |
| --- |
| Scope Area | Scope Requirements | Management Responsibility | Internal Capability and Capacity |
| EP&A Act | * A Planning Proposal must include the following (S3.33(2))
	+ Part 1 – Objectives and intended outcomes – a statement of the objectives of the proposed LEP
	+ Part 2 – Explanation of provisions – an explanation of the provisions that are to be included in the proposed LEP
	+ Part 3 – Justification of strategic and site-specific merit – justification of strategic and potential site-specific merit, outcomes, and the process for implementation
	+ Part 4 – Maps – maps, where relevant, to identify the effect of the planning proposal and the area to which it applies
	+ Part 5 – Community consultation – details of the community consultation that is to be undertaken on the planning proposal
	+ Part 6 – Project timeline – project timeline to detail the anticipated timeframe for the LEP making process in accordance with the benchmarks in this guideline
* Other requirements as outlined within the Act and referenced within the LEP Making Guidelines
 | Person 1, Planning Team | Yes |
| Contributions | * Adequate information to support new or amended S7.11 Plan, VPA or public benefit offer
 | Person 1, Planning Team | Yes |
| Gateway Determination Conditions |  | Person 1, Planning Team | Yes |

| Technical |
| --- |
| Scope Area | Scope Requirements | Management Responsibility | Internal Capability and Capacity |
| Planning | * Assess proposal against existing policy and strategic documentation
 | Person 1, Planning Team | Yes |
| Engineering (Civil, Services, Stormwater) | * Review of proposed roads, pathways, services (incl. comms and electrical) and infrastructure in the Planning Proposal.
* Assess the merits of the infrastructure and stormwater strategy proposed in the Planning Proposal including external factors.
* Liaise with statutory and servicing authorities to confirm capacity and any requirements.
 | Person 2, Engineering Team | Capability but not capacity, external consultant required |
| Urban Design | * Excluded as proposed amendment will have minimal impact on form and function of urban fabric, relationship of building to surrounding. Visual appearance, visual impact – not included in PP
 | N/A | N/A |
| Traffic and Transport | * Sidra traffic model required.
 | Person 3, Transport team | Yes |
| Economics | * Not required
 |  |  |
| Biodiversity and Ecology | * Not required
 |  |  |
| Bushfire | * Not required
 |  |  |
| Social Impact | * Not required
 |  |  |
| Heritage (Non-Indigenous) | * Not required
 |  |  |
| Heritage (Indigenous) | * Not required
 |  |  |
| Quantity Surveyor | * Not required
 |  |  |
| Contamination | * Not required
 |  |  |
| Geotechnical | * Not required
 |  |  |
| Community Consultation | * Not required
 |  |  |