

Planning Proposal | DPHI

How to assess and finalise a section 3.22 planning proposal

Version: 2

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Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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How to assess and finalise a section 3.22 planning proposal

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Contents

- Introduction..... 1**
- Steps 2**
 - Step 1: Locate the section 3.22 planning proposal..... 2
 - Step 2: Assign the proposal..... 3
 - Step 3: Complete the completeness check 4
 - Step 4: Review the Active Management Plan..... 5
 - Step 5: Complete the assessment 7
 - Step 6: Complete the finalisation 11
- What happens next?..... 15**
- More information16**
 - Need help using the NSW Planning Portal?..... 16
 - Recommended step-by-step guide 16

Introduction

A section 3.22 planning proposal is used to make minor amendments to an existing Local Environmental Plan (LEP), such as correcting errors or updating mapping, without progressing through the full planning proposal process. The proposal can be initiated by either a council or the Department of Planning, Housing and Infrastructure (DPHI).

This guide covers the steps for Department of Planning, Housing and Infrastructure (DPHI) planners to assess and finalise a Section 3.22 Planning Proposal in the NSW Planning Portal.



Note: You will need a NSW Planning Portal council user account to be able to use this functionality. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

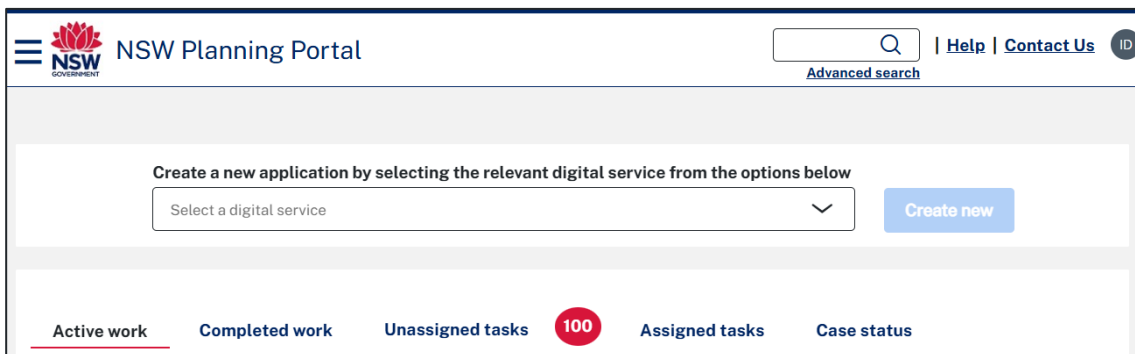
Steps

 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

 **Note:** Steps 1 to 3 apply to council-initiated section 3.22 planning proposals only. For Department-initiated proposals, the proposal is automatically assigned to the Department officer who submitted it and progresses directly to the 'Active Management Plan' screen. Go to **Step 4: Review the Active Management Plan**.

Step 1: Locate the section 3.22 planning proposal

1. Log in to the NSW Planning Portal to display your dashboard.



2. From your dashboard, select 'Unassigned tasks', then select 'Planning Proposal WB'.

Active work	Completed work	Unassigned tasks 100	Assigned tasks	Case status
	Concurrences and Referrals	90		
	Gateway Alteration WB	4		
	Gateway Review WB	0		
	Planning Proposal WB	2		
	Rezoning Review WB	4		

3. Locate the proposal in the workbook and click the reference number to open it.

Active work Completed work Unassigned tasks 100 Assigned tasks Case status							
Planning Proposal WB 2							
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
●		29/03/26	PP-2026-44	PENRITH	PENRITH	Department assessment	PP Online – S3.22

Step 2: Assign the proposal

PP Online – S3.22 **Reference number:** PP-2026-44 Department assessment

Proposed Digital Mapping Actions ▾ Close and home

✓ Proposal Assessment Finalisation

4. Select 'Assign this task to me'.

Assign work

Current assessing officer
--

Email
--

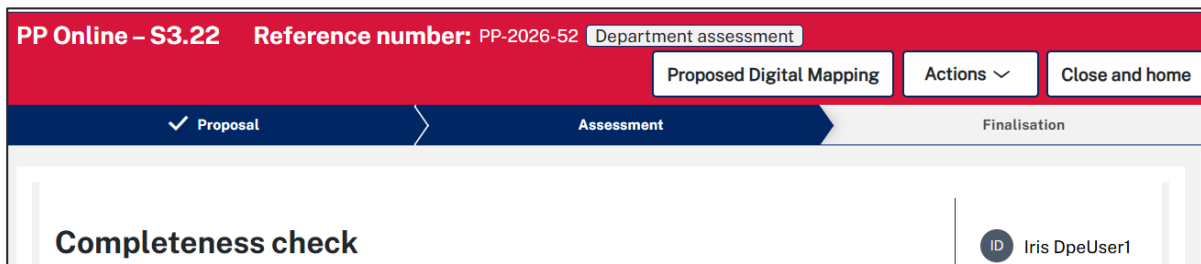
☐ Assign this task to me

5. Click 'Submit'.

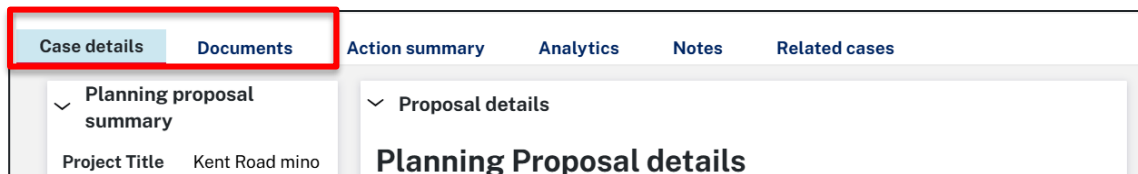
Cancel Save and exit **Submit**

 **Note:** After you assign the proposal to yourself, the workflow progresses automatically to the 'Completeness Check' screen. If you exit the proposal and return later, you can access it from 'Active work'.

Step 3: Complete the completeness check

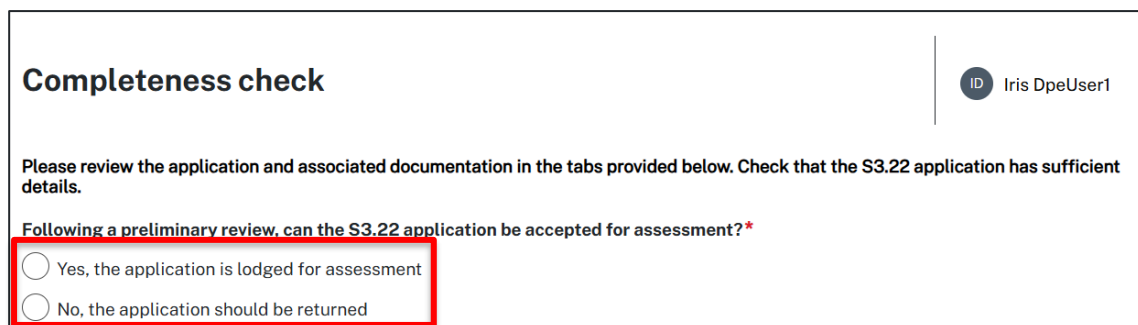


6. Review the proposal details and supporting documents using the 'Case details' and 'Documents' tabs.

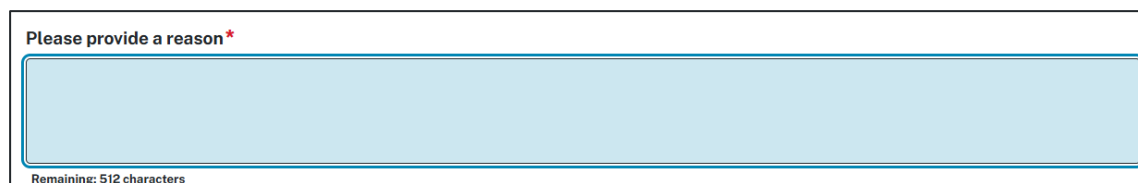


 **Note:** If additional information is required before the proposal can proceed, select 'Request additional info' from the 'Actions' menu. Please refer to the *How to request additional information* step-by-step guide for more information.

7. Select whether the proposal can be accepted for assessment.



If you select 'No', enter the reason for return.



8. Click 'Submit'.



If 'Yes, the application is lodged for assessment' is selected, the proposal progresses to the 'Active Management Plan'. If 'No, the application should be returned' is selected, the

proposal status updates to 'Returned' and moves to 'Completed work'. The Department and council can copy the proposal to create a new proposal if required, using the information from the original submission.

For council-initiated proposals, the system sends an email notification to the council advising that the proposal has been reviewed by the Department and will either proceed to finalisation or not proceed.

Step 4: Review the Active Management Plan

PP Online – S3.22 **Reference number:** PP-2026-52 Department assessment

Proposed Digital Mapping Actions ▾ Close and home

✓ Proposal Assessment Finalisation

Active Management Plan ID Iris DpeUser1

 **Note:** The Active Management Plan tracks key performance indicators (KPIs) for the proposal. For a section 3.22 planning proposal, the total target is 30 business days: 10 days for assessment and 20 days for finalisation.

The table includes the KPI end date, the Activation Management Plan end date, progress status, days elapsed, actual end date and comments for each stage.

9. Review the Active Management Plan and **update** the 'AMP end date' if required. The system automatically populates the 'KPI end date' and the 'AMP end date' for both stages.

Active Management Plan ID Iris DpeUser1

Date lodged with Department of Planning, Housing and Infrastructure
07/04/2026

Stage	KPI end date	AMP end date	Progress status	Days elapsed	Actual end date	Comments
Assessment	22/04/2026	22/04/2026 	 	0		
Finalisation	20/05/2026	20/05/2026 				

Total days 30 business days Total elapsed days 0 business days

 **Note:** The clock starts when the planning proposal is lodged and accepted for assessment. For a council-initiated planning proposal, this occurs after the completeness check. For a Department-initiated planning proposal, this occurs when the proposal is submitted.

10. If you update an 'AMP end date', enter the reason in the 'Comments' field.

Stage	KPI end date	AMP end date	Progress status	Days elapsed	Actual end date	Comments
Assessment	21/04/2026	21/04/2026		1		
Finalisation	19/05/2026	19/05/2026				

 **Note:** Updating the 'Assessment' AMP end date does not change the end date for 'Finalisation'.

11. Enter the resourcing plan details and update the planner's details if required.

Resourcing plan
**Department of Planning,
Housing and Infrastructure
assessment**
Director*

Manager*

Planner*

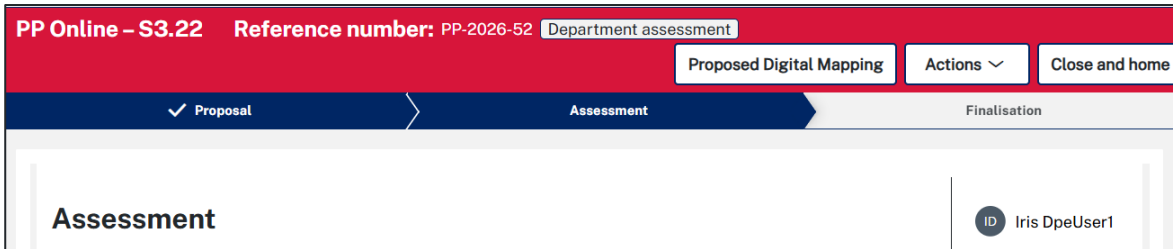
 **Note:** The 'Planner' field is automatically populated with the assigned planner's details. If you update the 'Planner' field and click 'Submit', the proposal is reassigned to the new planner.

If the proposal is reassigned to a new planner, the system sends them an email notification advising that the proposal has been assigned to them for assessment and that the Active Management Plan has been completed.

12. Click 'Submit'.

 **Note:** Once the Active Management Plan has been submitted, any further changes must be made by the Case Management Team.

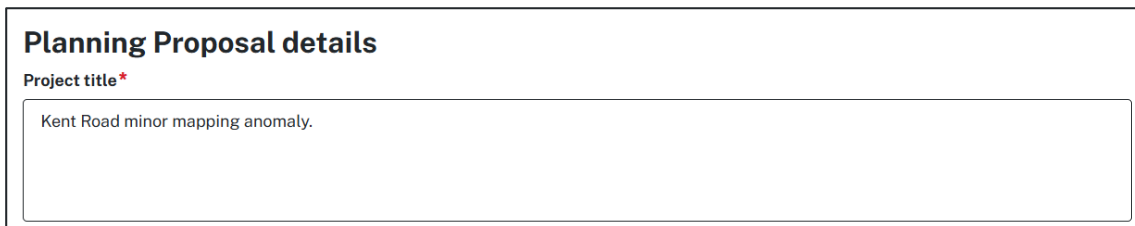
Step 5: Complete the assessment



The screenshot shows the 'PP Online - S3.22' interface. At the top, there's a red header bar with 'Reference number: PP-2026-52' and 'Department assessment'. Below this is a navigation bar with 'Proposed Digital Mapping', 'Actions', and 'Close and home'. A progress bar shows three stages: 'Proposal' (checked), 'Assessment' (active), and 'Finalisation'. The main content area is titled 'Assessment' and shows a user profile 'ID Iris DpeUser1'.

 **Note:** On the 'Assessment' screen, the Department planner reviews the proposal details entered in the 'Proposal' stage to ensure the information is accurate and suitable to proceed, and updates them if required.

13. Confirm the project title and update if required.



The screenshot shows the 'Planning Proposal details' form. It has a section for 'Project title*' with a text input field containing 'Kent Road minor mapping anomaly.'.

14. Select one or more State electorates from the drop-down list. These are listed in alphabetical order.



The screenshot shows a drop-down list labeled 'State electorate(s)' with a downward arrow icon.

15. Review the Environmental Planning Instruments (EPIs) proposed to be amended and update if required.



The screenshot shows a form titled 'Select the Environmental Planning Instruments that is proposed to be amended'. It features a multi-select dropdown menu with one item selected: 'Penrith Local Environme...'. There is a close button (X) next to the selected item.

 **Note:** If 'Other' is selected, describe the EPI that is being proposed for amendment in the added text field.

16. Review the applicable Section 3.22 conditions and update if required.

Please select one or more of the following conditions to justify this expedited amendment according to section 3.22 of the EP&A Act. ★
[What is this?](#)

- ☒ Correct an obvious error in the principal instrument consisting of a misdescription, the inconsistent numbering of provisions, a wrong cross-reference, a spelling error, a grammatical mistake, the insertion of obviously missing words, the removal of obviously unnecessary words or a formatting error
- ☒ Address matters in the principal instrument that are of a consequential, transitional, machinery or other minor nature
- ☒ Deal with matters that the Minister considers do not warrant compliance with the conditions precedent for the making of the instrument because they will not have any significant adverse impact on the environment or adjoining land.

17. Confirm whether the proposal requires an amendment to mapping and update if required.

Does the planning proposal require an amendment to mapping? *

☒ Yes

☐ No

 **Note:** The 'Proposed Digital Mapping' button displays in the top right-hand corner of the screen when the proposal includes mapping amendments. Use this to view the proposed mapping changes, if required.

18. If 'Yes' is selected, ensure that map/s to be amended have been selected, then enter the corresponding 'Map tile reference' details.

Select the Maps to be amended as part of this proposal (select all that apply) ★

- ☐ Acid sulfate soils map
- ☐ Active street frontages map
- ☐ Activity hazard risk map

Select the Maps to be amended as part of this proposal (select all that apply) ★

- | | |
|--|---|
| ☒ Acid sulfate soils map | <input type="text" value="Map tile reference"/> |
| ☐ Active street frontages map | |
| ☒ Activity hazard risk map | <input type="text" value="Map tile reference"/> |

 **Note:** The 'Map tile reference' field only displays once a map has been selected. If multiple map tile references apply, separate each entry with a comma.

19. Review the brief description of the effect of the Planning Proposal and update if required.

Please provide a brief description of the effect of the Planning Proposal *

The primary effect of the Section 3.22 Planning Proposal for is to administratively correct the Penrith Local Environmental Plan 2010 to reflect the site's actual physical use and ownership as a classified road.

Remaining: 301 characters

20. Review any planning provisions the proposal seeks to amend and update if required.
(Optional)

Which planning provisions, if any, does the proposal seek to amend? (select all that apply)

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

21. Indicate whether the proposal is ready to proceed to 'Finalisation'.

Is the planning proposal ready to proceed to Finalisation? *

Select... ▼

Select...

Yes

No

and a document to support the application.

If 'No' is selected, enter the reason in the text box.

Is the planning proposal ready to proceed to Finalisation? *

No ▼

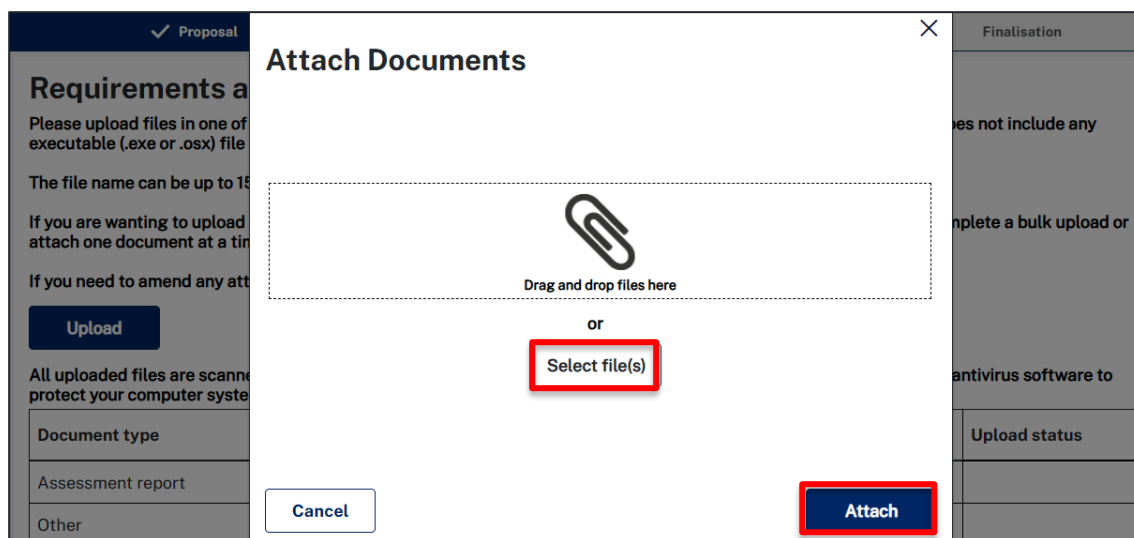
Please provide a reason *

Remaining: 512 characters

22. Click 'Upload' to attach any supporting documents.

A screenshot of a web interface showing a single button labeled 'Upload'. The button is dark blue with white text and is highlighted with a red rectangular border.

- a. Select the file(s) or drag and drop them into the upload area.
- b. Select the appropriate category from the drop-down menu for each file.
- c. Click 'Attach'.

A screenshot of a 'Attach Documents' dialog box. The dialog has a title bar with a close button (X). Inside, there's a large dashed box with a paperclip icon and the text 'Drag and drop files here'. Below this, it says 'or' and then 'Select file(s)' which is highlighted with a red box. At the bottom, there are 'Cancel' and 'Attach' buttons, with 'Attach' highlighted with a red box. On the left side of the dialog, there's a sidebar with a 'Requirements' section and a 'Document type' dropdown menu showing 'Assessment report' and 'Other'. On the right side, there's a 'Finalisation' section with a table showing 'Upload status'.

 **Note:** The document name has a maximum of 150 characters. You can update the name in the system to meet this limit.

23. Click 'Save and continue' to proceed to the next screen.

A screenshot of a web interface showing three buttons: 'Cancel', 'Save and exit', and 'Save and continue'. The 'Save and continue' button is dark blue with white text and is highlighted with a red rectangular border.

 **Note:** If 'Yes' was selected in **Step 21**, the proposal progresses to 'Finalisation'. If 'No' was selected in **Step 21**, the proposal status updates to 'Not Proceeding' and moves to 'Completed work'. The Department and council can copy the proposal to create a new proposal if required, using the information from the original submission.

For council-initiated proposals, the system sends an email notification to the council advising that the proposal has been reviewed by the Department and will either proceed to finalisation or not proceed.

Step 6: Complete the finalisation

PP Online – S3.22 **Reference number:** PP-2026-52 **Finalisation** **Proposed Digital Mapping** **Actions** ▾ **Close and home**

✓ Proposal > ✓ Assessment > **Finalisation**

Finalise the Planning Proposal ID Iris DpeUser1

❏ **Note:** On the 'Finalisation' screen, the Department planner records the outcome of the amendment and finalises it in the system.

❏ **Note:** Whilst the date fields in the 'Drafting' section are optional, please complete these fields where relevant to maintain a record of the drafting process and key interactions with Legal and the Parliamentary Counsel's Office (PCO).

24. Select the date draft instructions were sent to Legal.

Date draft instructions sent to Legal



25. Select the date a response was received from Legal.

Date response received from Legal



26. Select the date legal sent drafting instructions to the Parliamentary Counsel's Office (PCO).

Date Legal sent drafting instructions to PCO



27. Select the date the draft Local Environmental Plan (LEP) was issued by PCO.

Date draft LEP issued by PCO



28. Select the date Council was consulted on the draft LEP.

Date Council was consulted on draft LEP



29. Select the date draft LEP comments were received from Council.

Date draft LEP comments were received from Council



30. Select the date the request for final PCO opinion was sent to Legal.

Date request for final PCO Opinion sent to Legal



31. Select the date Legal requested final PCO opinion.

Date Legal requested final PCO Opinion



32. Select the date the final PCO opinion was issued.

Date Final PCO Opinion issued



33. Indicate whether the planning proposal is to be finalised.

Do you wish to finalise the Planning proposal?*

☐

 Yes

☐

 No

34. Enter the reason for the decision.

Please provide the reason for the decision?*

Remaining: 512 characters

35. Select who determined the Local Environment Plan (LEP) from the drop-down list.

LEP Determined By*

Select



36. Enter or select the notification date.

Notification Date*



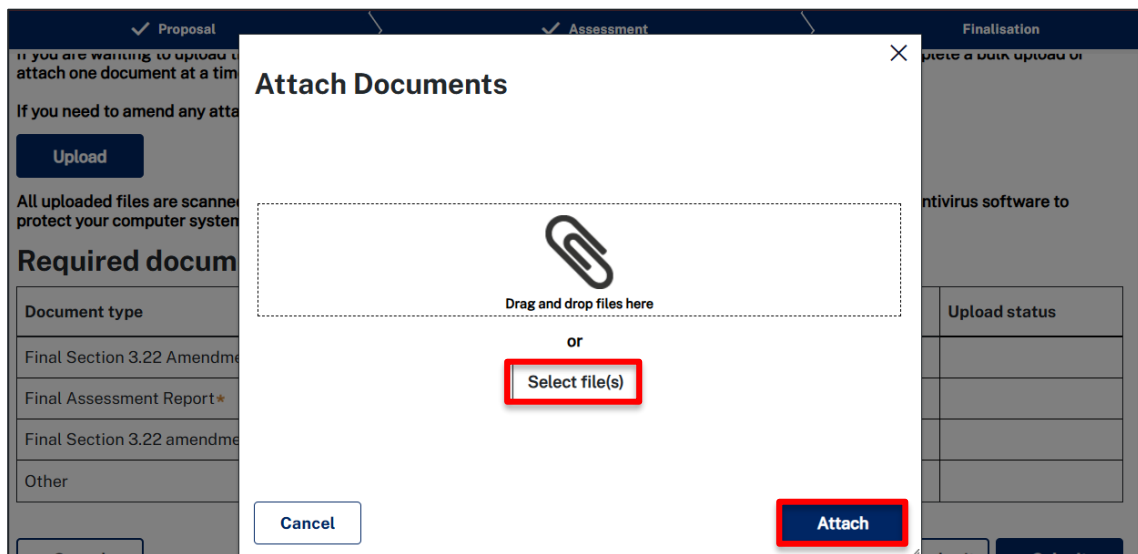
37. Enter the link to the legislation website.

Link to Legislation website*

38. Click 'Upload' to attach the required finalisation documents.

Upload

- Select the file(s) or drag and drop them into the upload area.
- Select the appropriate category from the drop-down menu for each file.
- Click 'Attach'.



 **Note:** The document name has a maximum of 150 characters. You can update the name in the system to meet this limit.

39. Click 'Submit' to finalise the proposal.

Previous

Save and exit

Submit

What happens next?

- If the proposal is finalised, the status updates to 'Approved' and it moves to 'Completed work'.
- If the proposal is not finalised, the status updates to 'Not Proceeding' and it moves to 'Completed work'. The Department and council can copy the proposal to create a new proposal, using the information from the original submission.
- A system generated email will be sent to the council advising of the finalisation outcome, if the proposal was created by a council.

More information

Need help using the NSW Planning Portal?



View the Support Hub

24/7 access to step-by-step guides, short videos and frequently asked questions.



Submit an online assistance form

Submit a support enquiry via our online form.



Call customer support

For urgent or complex support needs, call the team on 1300 305 695.



Attend a training session

Learn to use the NSW Planning Portal in an online training session.

Recommended step-by-step guide

Other step-by-step guides that you may find useful are listed below:

- How to navigate the NSW Planning Portal dashboard
- How to create and submit a section 3.22 planning proposal
- How to request additional information

These documents can be found on the [NSW Planning Portal Support Hub](#).