

How to complete an adequacy assessment for a planning proposal

Version: 3

Last updated: August 2026



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.

Published by NSW Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

How to complete an adequacy assessment for a planning proposal

Copyright and disclaimer

© State of New South Wales through the Department of Planning, Housing and Infrastructure 2026. Information in this publication is based on knowledge and understanding at the time of writing, July 2026, and is subject to change. For more information, please visit nsw.gov.au/copyright

DPHI-MC-R-WC-V3.0

Contents

Introduction.....	1
Steps	2
Step 1: Locate the planning proposal.....	2
Step 2: Assign the planning proposal.....	3
Step 3: Adequacy assessment.....	3
Step 4: Risk assessment	6
What happens next?	12
More information	13
Need help using the NSW Planning Portal?	13
Recommended step-by-step guide	13

Introduction

An adequacy assessment is completed by the Department of Planning, Housing and Infrastructure (DPHI) to determine whether a planning proposal contains the information required to proceed to gateway determination.

As part of the assessment, the case manager will review the planning proposal, supporting information and strategic planning considerations to determine whether the proposal is adequate to progress.

This guide outlines how a DPHI case manager will complete an adequacy assessment in the NSW Planning Portal. It covers assigning a planning proposal, reviewing proposal information, completing the adequacy and risk assessments, recording assessment outcomes and submitting the assessment for the next stage of the planning proposal process.



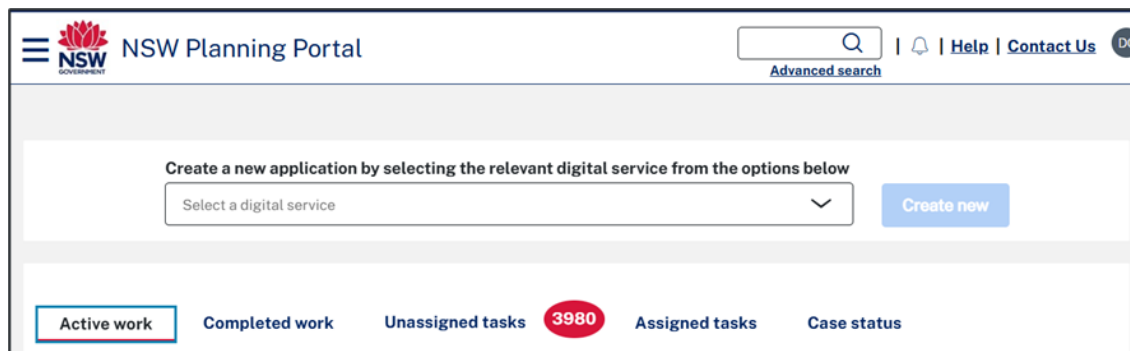
Note: You will need a NSW Planning Portal account to access and complete the adequacy assessment. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

Steps

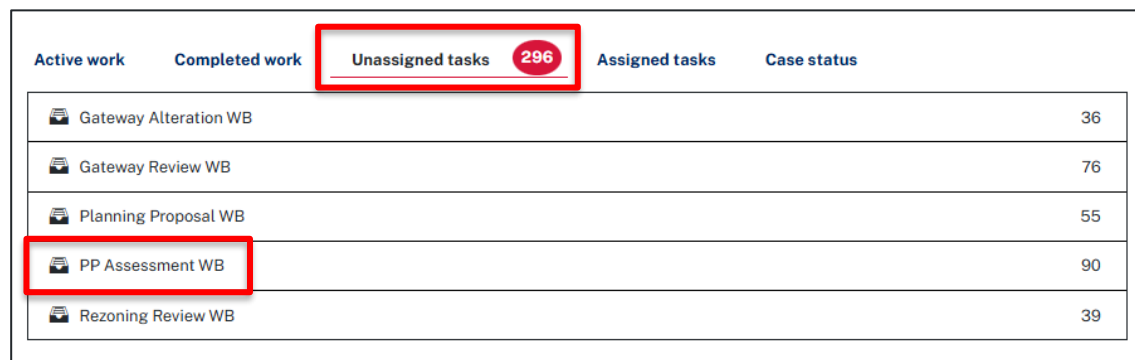
 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

Step 1: Locate the planning proposal

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



2. From your dashboard, select 'Unassigned tasks', then select 'PP Assessment WB'.



Active work	Completed work	Unassigned tasks 296	Assigned tasks	Case status
	Gateway Alteration WB	36		
	Gateway Review WB	76		
	Planning Proposal WB	55		
	PP Assessment WB	90		
	Rezoning Review WB	39		

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

Active work

Completed work

Unassigned tasks296

Assigned tasks

Case status

PP Assessment WB102

1	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		25/06/26	PP-2026-459	BLACKTOWN	BLACKTOWN	Department assessment	PP Online
		25/06/26	PP-2026-454	BLACKTOWN	BLACKTOWN	Department assessment	PP Online

Step 2: Assign the planning proposal

PP Online **Reference number:** PP-2026-454 **Council PP number:** BT-123 Department assessment Actions ▾ Close and home

✓ Proposal > Adequacy Assessment > Gateway Determination > Gateway Implementation > 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 automatically processes to the 'Adequacy Assessment' screen. If you 'save and exit' the proposal and return later, you can access it from 'Active work'.

Step 3: Adequacy assessment

6. Select the 'State electorate(s)' from the dropdown menu.

AMP and Risk assessment DM dpie manager1

Planning Proposal Details
Date lodged with Department of Planning, Housing and Infrastructure*
25/06/2026

Proposal address

Subject Land
What land does the planning proposal apply to? [What is this?](#)
Whole of the LGA
Which LGA does the planning proposal relate to?
BLACKTOWN

State electorate(s) *

 **Note:** Multiple state electorates can be selected in this field.

7. Review and update the 'Project Title' and 'Proposal description'.

Project Title*

Test

Proposal description [What is this?](#) *

Test

8. Review and update the planning proposal category if required.

Which category of planning proposal is this? * [What is this?](#)

☒ Standard

☐ Complex

9. Review and update the strategic merit assessment criteria.

Strategic merit assessment criteria

Does the proposal give effect to the state land use plan and relevant region plan applying to the site, including any draft strategic plans released for public comment or a place strategy for a strategic precinct including any draft place strategy? *

☒ Yes

☐ No

Does the proposal demonstrate consistency with the relevant Local Strategic Planning Statement (LSPS), or strategy or action as part of a region plan? *

☐ Yes

☒ No

Does the proposal respond to a change in circumstances that has not been recognised by the existing planning framework? *

☐ Yes

☒ No

 **Note:** The proposal must satisfy at least one strategic merit assessment criterion. If 'No' is selected for all three, please review your responses and select "Yes" for at least one question.

10. Provide a department explanation of how the planning proposal demonstrates strategic merit.

Department response

Please provide a brief explanation of how the proposal demonstrates strategic merit *

Please complete

Remaining: 1000 characters

11. Review and provide a council response for the site-specific merit assessment criteria.

Site-specific merit assessment criteria

Please confirm that the proposal gives regard to and assesses impacts against all of the following site-specific merit assessment criteria.*

- ☒ The natural environment on the site to which the proposal relates and other affected land (including known significant environmental areas, resources, or hazards).
- ☒ Existing uses, approved uses, and likely future uses of land in the vicinity of the land to which the proposal relates.
- ☒ Services and infrastructure that are or will be available to meet the demands arising from the proposal, including any proposed financial arrangements for infrastructure provision.

12. Provide a department explanation of how the planning proposal demonstrates site-specific merit.

Applicant input

Please provide a brief explanation of how the proposal demonstrates site-specific merit

Test

Council input

Please provide a brief explanation of how the proposal demonstrates site-specific merit

Test

Department response

Please provide a brief explanation of how the proposal demonstrates site-specific merit *

Remaining: 1000 characters

13. Provide department pre-lodgement comments.

Department of Planning, Housing and Infrastructure Pre lodgement comments:

Step 4: Risk assessment

14. From the dropdown menu select 'Director'.

Risk Assessment

Initial Risk Score (Department of Planning, Housing and Infrastructure) : Delegation level : Director

Director*

Select ▼

Please complete

15. Complete the risk assessment table and priority rating for each type of risk, ensuring you scroll down to review all risk types.

Type of Risk	Priority
Background and History What is this?	☐ Very Low Risk (1) : No known previous strategic projects or planning proposals ☐ Low Risk (2) : Previous successful strategic projects ☐ Medium Risk (3) : Previous successful strategic project that was not supported by Council. ☐ High Risk (4) : Previous unsuccessful strategic project that was not supported by NSW Government ☐ Critical Risk (5) : Previous unsuccessful strategic project(s) and was not supported by Council or NSW Government
Strategic Context and Merit What is this?	☐ Very Low Risk (1) : Minor amendment. Proposal does not require a strategic merit test ☐ Low Risk (2) : Proposal is consistent with one or more of the following – an endorsed LSPS, a Department approved/endorsed local strategy or masterplan, District Plan and/or Regional Plan ☐ Medium Risk (3) : Proposal is inconsistent with key elements/directions of a Department endorsed local strategy, Precinct Plan or Masterplan ☐ High Risk (4) : Proposal is inconsistent with key elements/directions of Council's LSPS ☐ Critical Risk (5) : Proposal is inconsistent in the relevant Council LSPS, and inconsistent with the relevant Regional or District Plan or State Led Strategy.

16. The 'Initial Risk Score' will automatically update as you complete the risk assessment within the table and indicate each priority.

Initial Risk Score (Department of Planning, Housing and Infrastructure) :
0.3

Delegation level : Director

Director*

dpie director1
▼

Type of Risk	Priority
Background and History What is this?	☒ Very Low Risk (1) : No known previous strategic projects or planning proposals ☐ Low Risk (2) : Previous successful strategic projects ☐ Medium Risk (3) : Previous successful strategic project that was not supported by Council. ☐ High Risk (4) : Previous unsuccessful strategic project that was not supported by NSW Government ☐ Critical Risk (5) : Previous unsuccessful strategic project(s) and was not supported by Council or NSW Government
Strategic Context and Merit What is this?	☒ Very Low Risk (1) : Minor amendment. Proposal does not require a strategic merit test ☐ Low Risk (2) : Proposal is consistent with one or more of the following –an endorsed LSPS, a Department approved/endorsed local strategy or masterplan, District Plan and/or Regional Plan ☐ Medium Risk (3) : Proposal is inconsistent with key elements/directions of a Department endorsed local strategy, Precinct Plan or Masterplan ☐ High Risk (4) : Proposal is inconsistent with key elements/directions of Council's LSPS ☐ Critical Risk (5) : Proposal is inconsistent in the relevant Council LSPS, and inconsistent with the relevant Regional or District Plan or State Led Strategy.

Note: A risk identified as '5 - Critical Risk' should be raised and discussed with your Executive Director as part of the adequacy assessment process.

17. Once the score is over 3 an additional dropdown menu will appear and you will have to nominate an 'Executive Director' and the delegation level will update to Executive Director level.

Initial Risk Score (Department of Planning, Housing and Infrastructure) :
3.1

Delegation level : Executive Director

Director*

dpie director1
▼

Executive Director*

Select
▼

18. Review the 'Active Management Plan' and proposed KPI end dates. The KPI end dates are automatically calculated based on the planning proposal category (standard or complex). If required, update the AMP end dates to allow additional time for the proposal.

Active Management Plan

Date lodged with Department of Planning, Housing and Infrastructure
25/06/2026

Stage	KPI end date	AMP end date	Progress status	Days elapsed	Actual end date	Comments
Adequacy Assessment	2/07/2026	2/07/2026		0		
Gateway Determination	30/07/2026	30/07/2026				
Pre-Exhibition	5/11/2026	5/11/2026				
Exhibition	17/12/2026	17/12/2026				
Post Exhibition	22/02/2027	22/02/2027				
Finalisation	12/05/2027	12/05/2027				

Total days 225 business days **Total elapsed days** 0 business days

Note: The total number of days and KPI end dates are automatically calculated based on the planning proposal category. For a standard proposal, the total timeframe is 225 days. For a complex proposal, the total timeframe is 300 days. If the proposal category is changed, the total days and KPI end dates will automatically update to reflect the selected category.

19. Complete 'Resourcing Plan' (start typing and it will provide options to populate)

Resourcing Plan

Department of Planning, Housing and Infrastructure assessment
Director
dpie director1

Manager*

Planner*

Surge team allocation

Name of manager

Name of surge team resource

Consultancy

Name of manager

Name of consultancy
[Lookup for consultancy](#)

20. Add potential key impediments by selecting the plus '+' button.

Potential Key Impediments		
Impediment	Resolution	Date Resolved
No Items		
+		

21. Update table with impediment, resolution and date resolved.

Potential Key Impediments		
Impediment	Resolution	Date Resolved
+		

Note: Select the plus '+' button to add additional rows and the rubbish bin icon to remove any rows not required.

Potential Key Impediments		
Impediment	Resolution	Date Resolved
+		

22. Add details for the 'Dwelling and job statistics'.

Dwelling and job statistics	
Approximate number of new dwellings proposed *	
Approximate number of dwellings to be removed *	
Approximate number of jobs proposed *	0
Approximate Estimated Development Cost *	\$
Public benefits	

23. Add modification to dwelling and job statistics by selecting the plus '+' button.

Modification to dwelling and job statistics		
Category	Reason for modification	Date of meeting (modification app)
No items		
+		

24. Update table with category, reason for modification and date of meeting.

Modification to dwelling and job statistics		
Category	Reason for modification	Date of meeting (where modification approved)
Select ▼		
+		

25. Add exceedance action plan by selecting the plus '+' button.

Exceedance Action Plan		
Exceedance	Corrective Action	Date of Exceedance Meeting (where action approved)
No items		
+		

26. Update table with exceedance, corrective action and date of meeting.

Exceedance Action Plan		
Exceedance	Corrective Action	Date of Exceedance Meeting (where action approved)
+		

27. Click 'Upload' to attach any supporting documentation.

Upload

a. Select the file(s) or drag and drop them into the upload area.

The file name can be up to 150 characters long.

If you are wanting to upload the same file multiple times, you can upload multiple files at a time.

If you need to amend any attachments, you can delete them from the list below.

Upload

All uploaded files are scanned as part of our security checks to protect your computer system.

Documents

Document type	Upload status
Other	W

Cancel

Case details Documents

Planning proposal summary Strategic assessment

Attach Documents

Drag and drop files here

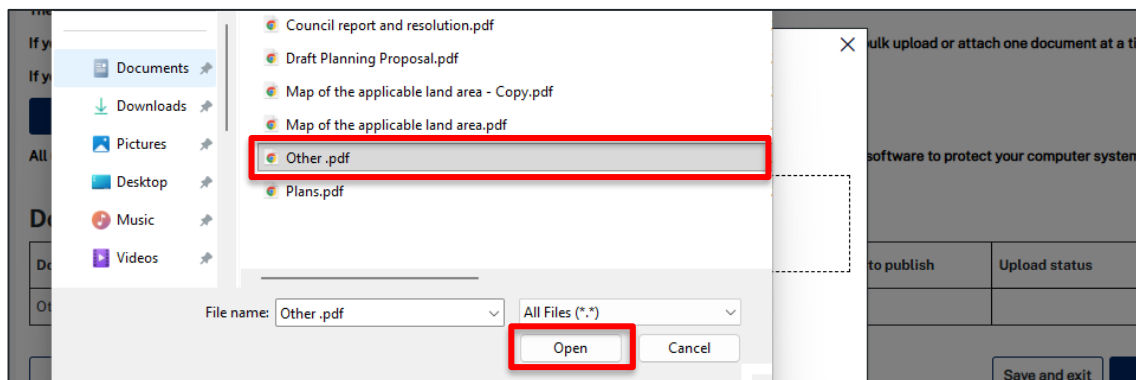
or

Select file(s)

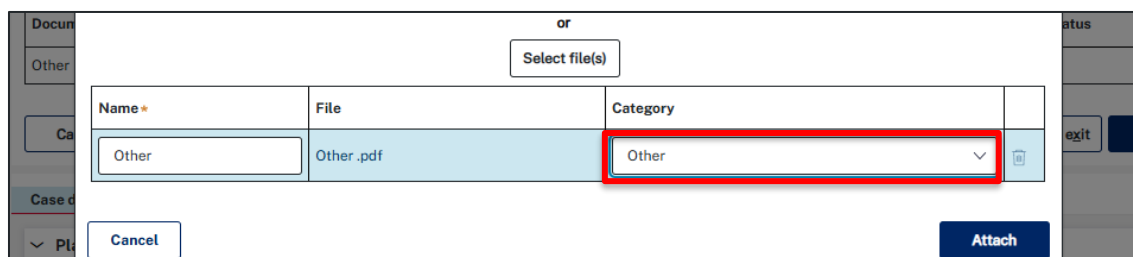
Cancel Attach

Save and exit

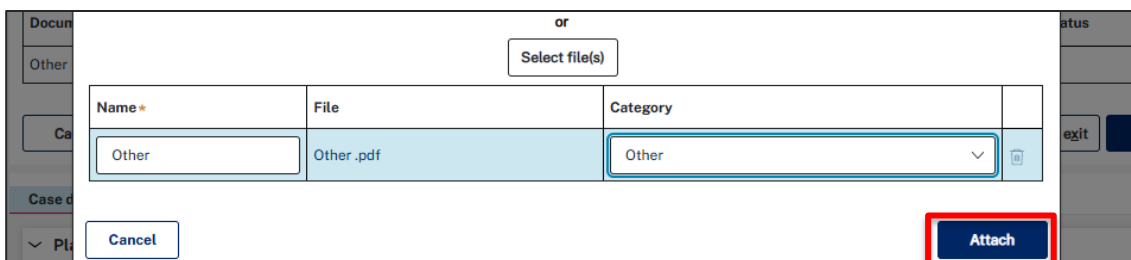
b. Select the file you want to attach and click 'open'.



c. Select the appropriate category from the drop-down menu for each file.



d. Click 'Attach' to attach the document to the planning proposal.



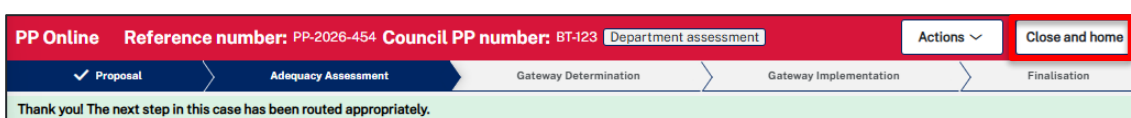
e. Files will appear with their file name and blue tick in the 'Upload status' column. You will also have a tick box option to publish document(s).

Documents				
Document type		File name	Select to publish	Upload status
Other	What is this?	Other.pdf 25/06/2026 9:40 PM	☐	✓

28. Click 'Submit' to progress planning proposal to nominated DPHI planner.



29. Select 'Close and home' to return to the NSW Planning Portal dashboard.



What happens next?

- Once submitted, the planning proposal is assigned to the nominated DPHI Planner for assessment.
- The planning proposal will appear in the DPHI Planner's 'Active work' tab in the NSW Planning Portal.
- The DPHI Planner will review the planning proposal and supporting information and complete the remaining adequacy assessment requirements.
- The planning proposal remains available in the NSW Planning Portal, where authorised users can view application details, supporting documentation and assessment records.
- Following completion of the adequacy assessment, the planning proposal may progress to Gateway Determination for further assessment and decision-making.
- The NSW Planning Portal sends notifications to relevant users when actions are required or when the planning proposal reaches key milestones.

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 register for a NSW Planning Portal account
- How to navigate the NSW Planning Portal dashboard
- How to provide additional information

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