

Planning Proposal | Council / DPHI

How to submit a section 3.22 planning proposal

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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 submit a section 3.22 planning proposal

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Contents

- Introduction..... 1**
- Steps 2**
 - Step 1: Create an application 2
 - Step 2: Enter the planning proposal details 3
 - Step 3: Review primary contact details 7
 - Step 4: Requirements and uploads..... 7
 - Step 5: Review and submit the proposal.....8
- What happens next?.....10**
- More information 11**
 - Need help using the NSW Planning Portal? 11
 - Recommended step-by-step guide 11

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. This is an expedited pathway.

The Section 3.22 Planning Proposal workflow has three stages:

- **Proposal** - completed by either a council or the Department of Planning, Housing and Infrastructure (the Department)
- **Assessment** - completed by the Department
- **Finalisation** - completed by the Department.

This guide outlines steps on how to create and submit a planning proposal in the NSW Planning Portal.



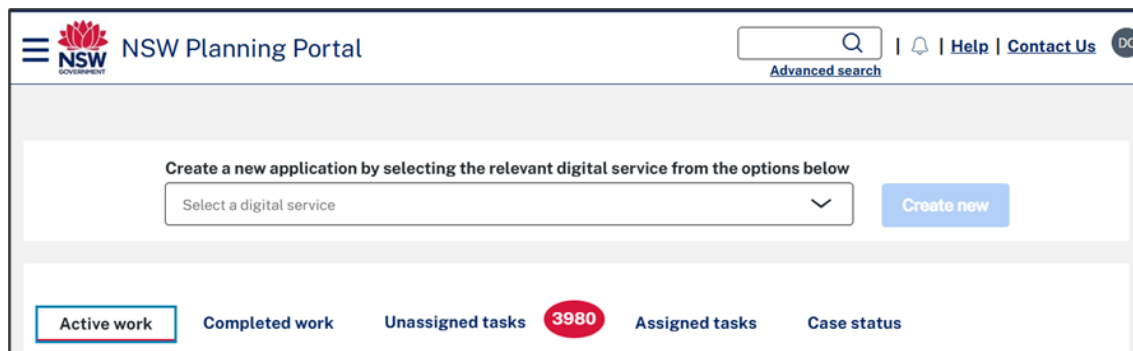
Note: You will need a NSW Planning Portal council user account to be able to use this functionality. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

Steps

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

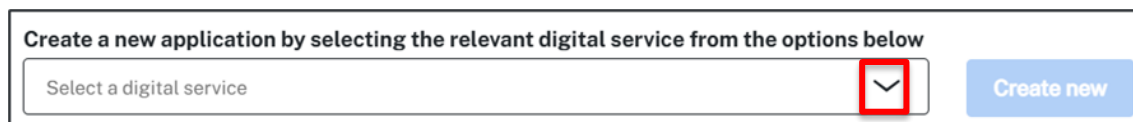
Step 1: Create an application

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



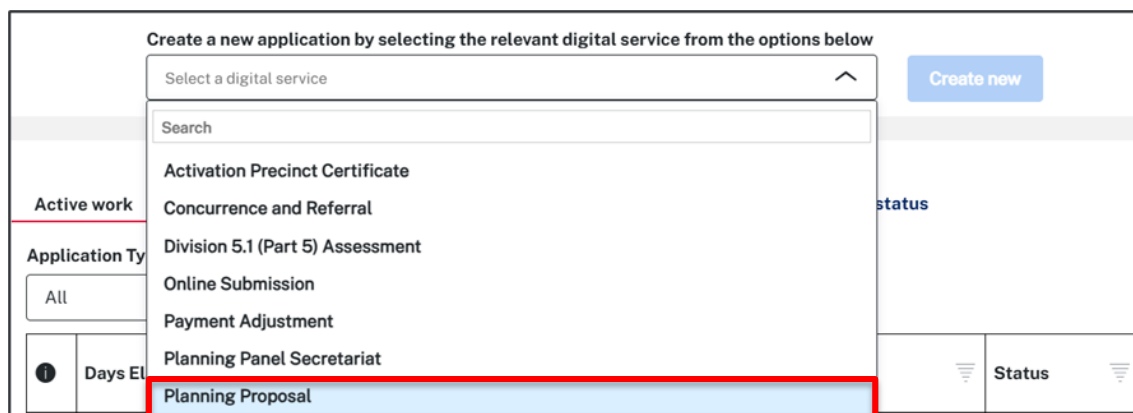
The screenshot shows the NSW Planning Portal dashboard. At the top, there is a header with the NSW Government logo, the text 'NSW Planning Portal', a search bar, and links for 'Help' and 'Contact Us'. Below the header, a central box prompts the user to 'Create a new application by selecting the relevant digital service from the options below'. This box contains a dropdown menu labeled 'Select a digital service' and a 'Create new' button. At the bottom of the dashboard, there are several tabs: 'Active work', 'Completed work', 'Unassigned tasks' (with a red badge showing '3980'), 'Assigned tasks', and 'Case status'.

2. Click on the 'Create a new application ...' drop-down arrow to display a list of digital services.



This close-up shows the 'Create a new application by selecting the relevant digital service from the options below' section. The dropdown menu 'Select a digital service' is open, and a red square highlights the downward-pointing arrow icon. A 'Create new' button is visible to the right.

3. Select 'Planning Proposal' from the list of options.



This screenshot shows the dropdown menu for selecting a digital service. The menu is open, displaying a search bar and a list of options: 'Activation Precinct Certificate', 'Concurrence and Referral', 'Division 5.1 (Part 5) Assessment', 'Online Submission', 'Payment Adjustment', 'Planning Panel Secretariat', and 'Planning Proposal'. The 'Planning Proposal' option is highlighted with a red rectangle. To the left of the dropdown, there are filters for 'Application Type' (set to 'All') and 'Days Elapsed'. To the right, there is a 'Status' column with a dropdown arrow.

4. Click 'Create new'.

Create a new application by selecting the relevant digital service from the options below

Planning Proposal

Create new

5. Select 'Section 3.22 minor amendments'.

Application Type

Select the application type you would like to apply for*

☐ General Planning Proposal

☒ Section 3.22 minor amendments

Note: When you select the application type 'Section 3.22 minor amendments', the system creates a new Section 3.22 Planning Proposal and assigns it a unique reference number beginning with 'PP'. The status displays as 'In progress'.

6. Click 'Next'.

Cancel

Next

Step 2: Enter the planning proposal details

PP Online – S3.22 Reference number: PP-2026-44 In progress

Actions Close and home

Proposal Assessment Finalisation

1 Planning Proposal details 2 Council Details 3 Requirements and Uploads 4 Review and submit

7. Select the option that describes the land to which the planning proposal applies.

Subject land

What land does the proposal apply to?*

☐ Whole of the LGA

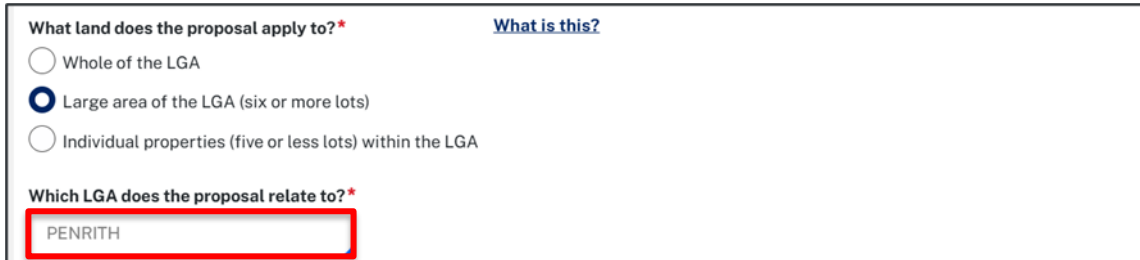
☐ Large area of the LGA (six or more lots)

☐ Individual properties (five or less lots) within the LGA

[What is this?](#)

 **Note:** A section 3.22 planning proposal can only apply to land within one local government area (LGA).

8. If you selected 'Whole of the LGA' or 'Large areas of the LGA (six or more lots)', begin typing the relevant LGA name in the field and select the correct option from the drop-down list.



What land does the proposal apply to?* [What is this?](#)

☐ Whole of the LGA

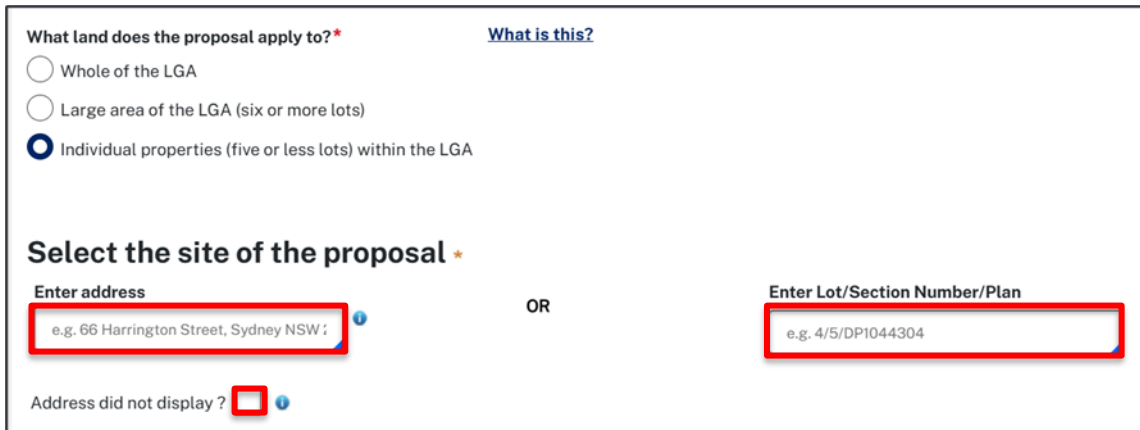
☒ Large area of the LGA (six or more lots)

☐ Individual properties (five or less lots) within the LGA

Which LGA does the proposal relate to?*

PENRITH

If you selected 'Individual properties (five or less lots) within the LGA', begin typing the relevant address or property details in the field and select the correct result from the drop-down list.



What land does the proposal apply to?* [What is this?](#)

☐ Whole of the LGA

☐ Large area of the LGA (six or more lots)

☒ Individual properties (five or less lots) within the LGA

Select the site of the proposal *

Enter address **OR** **Enter Lot/Section Number/Plan**

e.g. 66 Harrington Street, Sydney NSW : e.g. 4/5/DP1044304

Address did not display? ☒ [?](#)

 Notes:

- You can add up to five properties by entering each address or property details individually.
- If the address does not appear, select the checkbox 'Address did not display?' to enter the address manually.

Select one address as the 'Primary address'. This address is used as the main reference for the proposal

Select the site of the proposal *

Enter address OR Enter Lot/Section Number/Plan

Address did not display? ☐ [?](#)

Street address	LGA	Lot/Section/Plan	Primary address?
12 DARLING STREET PENRITH 2750	PENRITH	12 / -- / DP27036	☒
14 DARLING STREET PENRITH 2750	PENRITH	8 / -- / DP212086	☐

9. Enter the project title (100 characters maximum).

Project title *

Remaining: 100 characters

10. Click on the drop-down arrow and select one or more of the relevant Environmental Planning Instruments (EPIs) from the available list.

Select the Environmental Planning Instruments that is proposed to be amended *

 **Note:** If 'Other' is selected, describe the EPI that you propose to amend in the added text field.

11. Select one or more of the applicable Section 3.22 conditions.

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.

12. Select whether the proposal requires an amendment to mapping.

Does the planning proposal require an amendment to mapping?

☒ Yes

☐ No

If yes, select whether the mapping will be a digital EPI accessible via the Department's Spatial Viewer.

Will the mapping be a digital EPI accessible via the department's Spatial Viewer?*

☐ Yes
☐ No

 **Note:** If 'Yes' is selected, a GIS Mapping Spatial Data document becomes required when uploading documents.

Select the map/s to be amended, 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	Map tile reference
☐ Active street frontages map	
☒ Activity hazard risk map	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.

13. Enter a brief description of the effect of the Planning Proposal.

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

14. Select any planning provisions the proposal seeks to amend.

Which planning provisions, if any, does the proposal seek to amend? (select all that apply) [What is this?](#)

☐ Land use zone
☐ Minimum lot size
☐ Maximum height of building
☐ Floor space ratio
☐ Urban release area

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

Cancel

Save and exit

Save and continue

Step 3: Review primary contact details

The screenshot shows the 'PP Online – S3.22' interface with the reference number 'PP-2026-44' and a status of 'In progress'. The top navigation bar includes 'Actions' and 'Close and home' buttons. Below this is a progress bar with four steps: 1. Planning Proposal details (marked with a green check), 2. Council Details (highlighted with a red box), 3. Requirements and Uploads, and 4. Review and submit. The 'Council Details' step is currently active.

16. Review and update the contact details if required. Some of the details will be pre-populated based on your registration profile. You can update as required.

The form is titled 'Council officer's contact details'. It contains three input fields: 'Officer's name' with the value 'Daisy Council', 'Position' which is empty, and 'Organisation' with the value 'PENRITH CITY COUNCIL'.

 **Note:** The title and fields displayed on this screen will vary depending on whether the proposal was initiated by a council or the Department. For Department-initiated proposals, this section displays as 'DPIE Details' in the system.

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

The bottom navigation bar contains three buttons: 'Cancel', 'Save and exit', and 'Save and continue'. The 'Save and continue' button is highlighted with a red box.

Step 4: Requirements and uploads

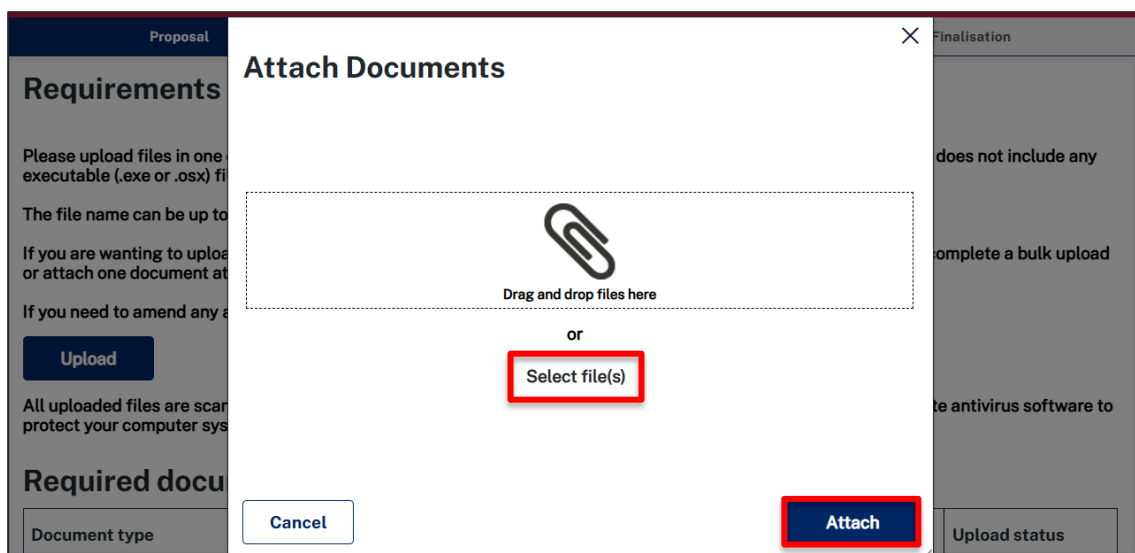
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The documents you are required to upload with your proposal will vary depending on the selections made in the 'Planning proposal details' section.

18. Click 'Upload' to attach the required and supporting documents.

A screenshot of a web interface showing a button labeled 'Upload' in a dark blue box with white text. The button 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'.

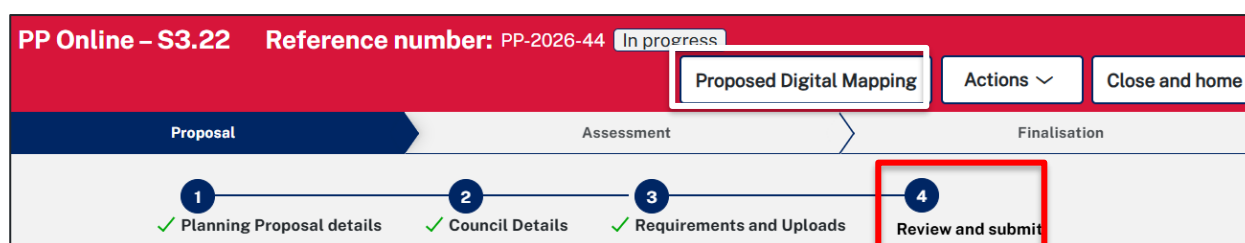
A screenshot of a 'Proposals' window with a modal titled 'Attach Documents'. The modal has a close button (X) in the top right. Inside, there's a large dashed box with a paperclip icon and the text 'Drag and drop files here'. Below this, it says 'or' and then a button labeled 'Select file(s)' which is highlighted with a red border. At the bottom of the modal are 'Cancel' and 'Attach' buttons, with 'Attach' highlighted with a red border. The background shows a sidebar with 'Requirements' and 'Required documents' sections.

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

19. 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 highlighted with a red rectangular border.

Step 5: Review and submit the proposal

A screenshot of a web interface for a proposal submission. At the top, it says 'PP Online - S3.22' and 'Reference number: PP-2026-44'. Below this is a progress bar with four steps: 1. Planning Proposal details, 2. Council Details, 3. Requirements and Uploads, and 4. Review and submit. Step 4 is highlighted with a red box. To the right of the progress bar are buttons for 'Proposed Digital Mapping', 'Actions', and 'Close and home'. The 'Proposed Digital Mapping' button is also highlighted with a red box.

20. Review and verify all details entered. This information is read-only. If required, click 'Previous' in the bottom left-hand corner of the screen to return to earlier screens and make changes.

Previous

Save and exit

Submit



Note: If the proposal includes mapping, a 'Proposed Digital Mapping' button displays at the top right-hand side of the screen. Click this button to open the Department's 'Digital Spatial Viewer'.

21. Once you have confirmed the proposal details, select all declaration checkboxes at the bottom of the screen.

Declarations *



Select all



I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.



I have read and agree to the collection and use of my personal information as outlined in the [Privacy Notice](#)

Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application. Once you submit this application, it will be sent to the nominated council for their review. They will discuss payment and any additional requirements with you directly.

22. Click 'Submit' to submit the proposal.

Previous

Save and exit

Submit

What happens next?

- Once submitted, the proposal progresses to the Department for assessment. The status will be 'Department assessment' and the application will have a prefix 'PP-'.
- For council-initiated proposals, the case remains in the assigned council officer's 'Active work' during the 'Assessment' and 'Finalisation' stages. Once finalisation is complete, the case moves to 'Completed work'.
- For Department-initiated proposals, the relevant council will be invited to provide feedback.
- A system generated email will be sent to the relevant Department team and, if mapping was selected, to the GIS team.
- The system generates a document 'S3.22 Submission Form' containing the information entered in the proposal.
- The proposal does not return to the council during assessment and finalisation unless additional information is requested by the Department.

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

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