

Department of Planning, Housing and Infrastructure

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Planning Proposal | Applicant

How to create and submit a 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 create and submit a Planning Proposal

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Introduction

A planning proposal explains a proposed change to a Local Environmental Plan (LEP). It outlines the changes being proposed and why they are needed.

LEPs guide planning and development in local government areas through land use zones and development controls. A planning proposal may propose changes to these controls, such as updating land use zones or development standards.

This guide outlines how an applicant can create and submit a planning proposal in the NSW Planning Portal. It covers creating the proposal, entering the required information, uploading supporting documents, reviewing your application and submitting it for assessment.



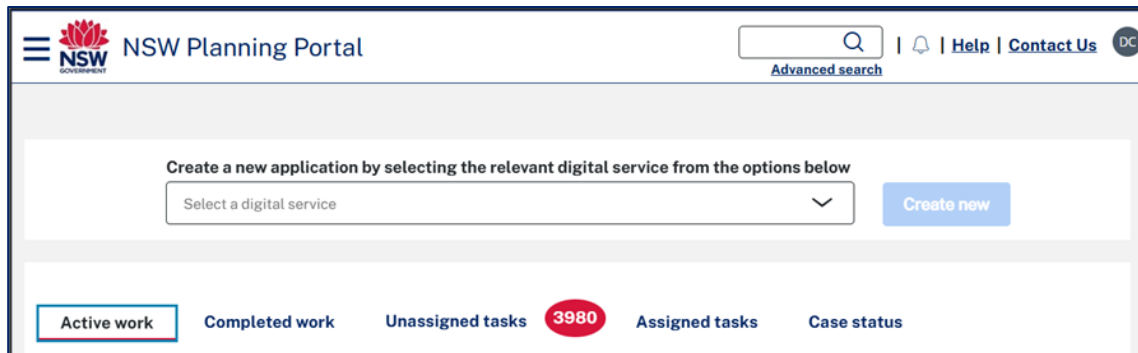
Note: You will need a NSW Planning Portal applicant account to create and submit your planning proposal. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

Steps

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

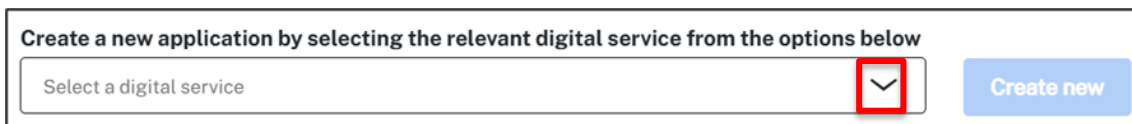
Step 1: Create an application

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



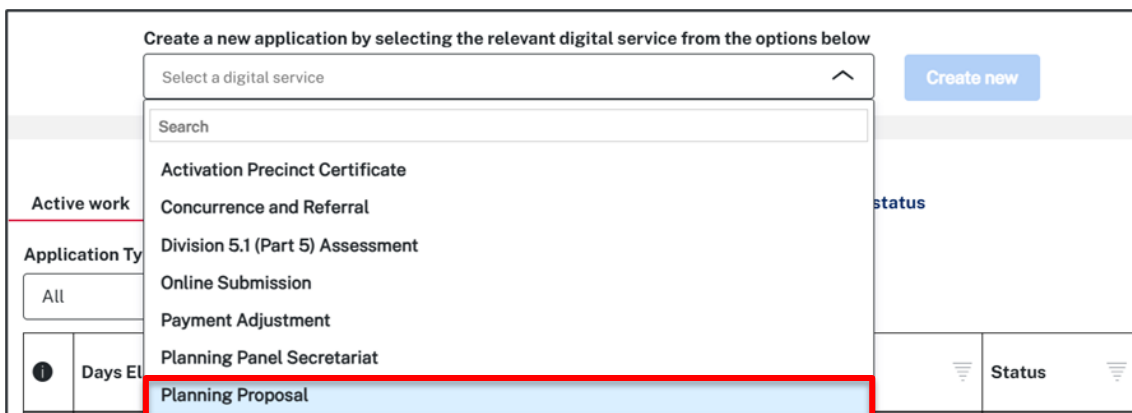
The screenshot shows the NSW Planning Portal dashboard. At the top, there is a header with the NSW Government logo, the text 'NSW Planning Portal', a search bar, and links for 'Help' and 'Contact Us'. Below the header, a central section prompts the user to 'Create a new application by selecting the relevant digital service from the options below'. This section contains a dropdown menu labeled 'Select a digital service' and a 'Create new' button. At the bottom of the dashboard, there is a navigation bar with tabs for '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 highlighted with a red box, and its downward-pointing arrow is also highlighted with a red box. A 'Create new' button is visible to the right.

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



This screenshot shows the dropdown menu that appears after clicking the arrow. The menu is titled 'Create a new application by selecting the relevant digital service from the options below'. It contains a search bar and a list of digital services: '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 box. To the left of the dropdown, there is a sidebar with 'Active work' and 'Application Ty' (with a dropdown set to 'All'). To the right, there is a 'Status' column with a dropdown menu.

4. Click 'Create new'.

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

Planning Proposal

Create new

5. Click 'Next'.

Cancel

Next

Step 2: Capture applicant details

PP Online Reference number: PP-2026-225 In progress Actions Close and home

Proposal Adequacy Assessment Gateway Determination Gateway Implementation Finalisation

1 Applicant details 2 PP details 3 Payer details 4 Requirements and upload 5 Review and submit

6. Enter the primary applicant's details.

Primary applicant details

First given name*
John

Other given name/s

Family name*
Citizen

Contact number
0412345679

Email*
applicant05@yopmail.com

Address*

 **Note:** Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required. The email address provided should be the same email address the applicant uses to log into the Portal. This email address will receive all system generated emails.

7. Indicate if you are applying on behalf of a business or company.

Are you applying on behalf of a business or company?

☒ Yes

☐ No

If you select 'Yes',

- Select either 'ACN', 'ABN', or 'Name' from the drop-down list.
- Enter the ACN, ABN or business / company name in the search field.
- Click 'Search'.
- Select a result from the displayed list.

Are you applying on behalf of a business or company?

☒ Yes

☐ No

↓ ↓ ↓

ACN ▾ Enter here and search Search

☐ Not found? Please select the checkbox to enter details manually.

Name
--

ABN ACN
-- --

Trading name
--

 **Note:** If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon.

8. Click 'Save and continue'.

Previous Save and exit Save and continue

Step 3: Enter the planning proposal details

PP Online Reference number: PP-2026-225 In progress Actions Close and home

Proposal Adequacy Assessment Gateway Determination Gateway Implementation Finalisation

1 ✓ Applicant details 2 PP details 3 Payer details 4 Requirements and upload 5 Review and submit

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

Subject land

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

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

- a. 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

- b. 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

e.g. 66 Harrington Street, Sydney NSW

OR

Enter Lot/Section Number/Plan

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.

- c. 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	☐

10. Select what controls the planning proposal relates to.

What controls does the planning proposal relate to? * [What is this?](#)

☒ 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

11. Select all the planning provisions, if any, the proposal seeks to amend and provide description.

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

☐ Local provision

☐ Heritage

☐ Additional permitted uses

☐ Other (please specify)

Please provide a brief description of the effect of the planning proposal

Remaining: 512 characters

- a. If 'Other' is selected, description becomes mandatory to complete and additional question appears.



Other (please specify)

Please provide details of what other controls will be amended by the planning proposal *

Remaining: 512 characters

Please provide a brief description of the effect of the planning proposal

Remaining: 512 characters

12. Select which category the planning proposal is.

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



Standard



Complex



Note: For more information on what is a standard or complex proposal, please view the Local Environmental Plan Making Guideline. You can find the link by clicking, 'What this is'.

13. Complete the strategic merit assessment criteria and explanation.

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

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

Remaining: 1000 characters



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.

14. Complete site-specific merit assessment criteria and explanation.

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.

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

Remaining: 1000 characters

15. Indicate if a pre-lodgement meeting has been held.

Pre-lodgement meeting

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

☒ Yes

☐ No

a. If 'yes', complete the date name of planning officer(s).

Pre-lodgement meeting

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

☒ Yes

☐ No

Meeting Date*

Name of planning officer(s) who attended the pre-lodgement meeting

16. Indicate if the planning proposal is accompanied by a Planning Agreement.

Planning Agreement

Is the planning proposal application accompanied by a Planning Agreement? [What is this?](#)

☐ Yes

☐ No

- a. If 'yes' provide details of the Planning Agreement by selecting the '+' button.

Planning Agreement

Is the planning proposal application accompanied by a Planning Agreement? [What is this?](#)

☒ Yes
☐ No

Provide details of the Planning Agreement in the following table

Description of the Planning Agreement	Status	State/Local
Please complete <input type="text"/>	Select ▼	Select One ▼ 
		

Complete the 'Description', 'Status' and 'State/Local' fields.

Provide details of the Planning Agreement in the following table

Description of the Planning Agreement	Status	State/Local
Please complete <input type="text"/>	Select ▼	Select One ▼ 
		

 **Note:** Use the '+' icon to add additional rows and use the rubbish bin icon to remove rows not required.

Description of the Planning Agreement	Status	State/Local
<input type="text"/>	Select ▼	Select One ▼ 
Please complete <input type="text"/>	Select ▼	Select One ▼ 
		

17. Complete the 'Pecuniary interests' questions.

Pecuniary interest

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

☐ Yes
☒ No
☐ Unknown

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

☐ Yes
☒ No
☐ Unknown

- a. If 'yes' is select for either or both questions complete additional description questions.

Pecuniary interest

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

- ☒ Yes
☐ No
☐ Unknown

Please provide a description (name of person, role in council, relationship to the person)*

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

- ☒ Yes
☐ No
☐ Unknown

Please provide a description (name of person, role in council, relationship to the person)*

18. 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 last two years.

Political Donations

Persons lodging a planning proposal application are required to declare if any person with a financial [What is this?](#) interest in the application has made a political donation or gift in the last two years (donations of more than \$1,000).

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

 **Note:** If 'Yes', you must complete the political donations or gifts declaration.

19. Click 'Save and continue'.

Previous

Save and exit

Save and continue

Step 4: Enter payer details



Note: The council's adopted fees and charges establish how to calculate the fee payable for your application. Once this application form is completed, it and the supporting documents will be submitted to the council for consideration, at which time the fees will be calculated. The council will contact you to obtain payment.

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

Payer details

The council's adopted fees and charges establish how to calculate the fee payable for your application. Once this application form is completed, it and the supporting documents will be submitted to the council for consideration, at which time the fees will be calculated. The council will contact you to obtain payment.

Fee payment will be made by:

First given name *

property

Other given name/s

Family name *

developer

Contact number *

0123456789

Email *

developer@yopmail.com

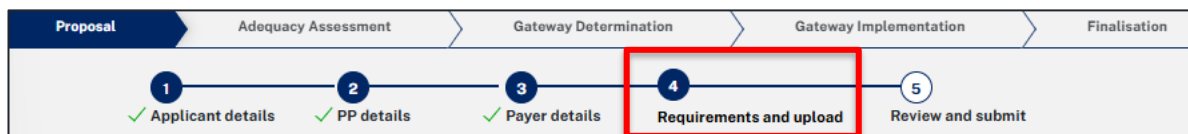
Billing address *

13 PEACHTREE ROAD PENRITH 2750

20. Click 'Save and continue'.

[Previous](#) [Save and exit](#) [Save and continue](#)

Step 4: Requirements and uploads



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

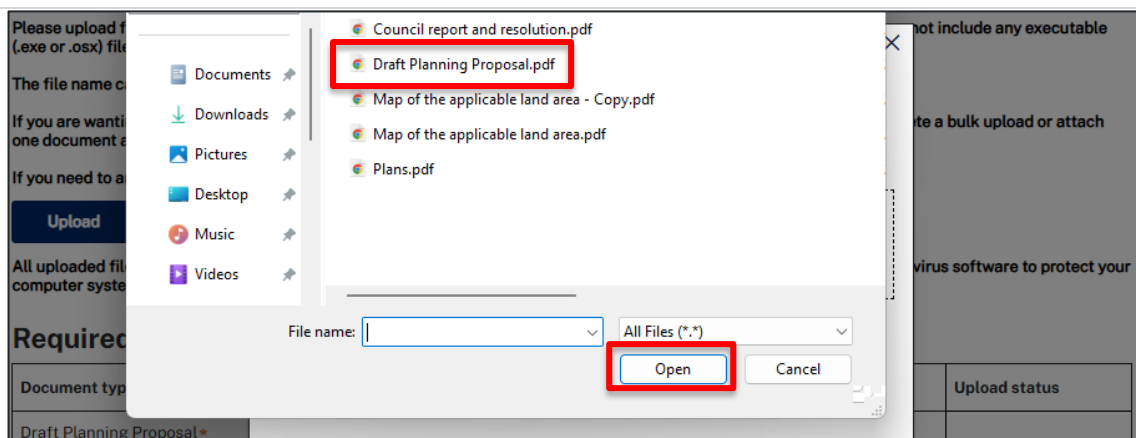
Upload

 **Note:** Required documents will be marked with asterisks * and must be attached for the application to progress. The documents you are required to upload with your proposal will vary depending on the selections made in the 'Planning proposal details' section.

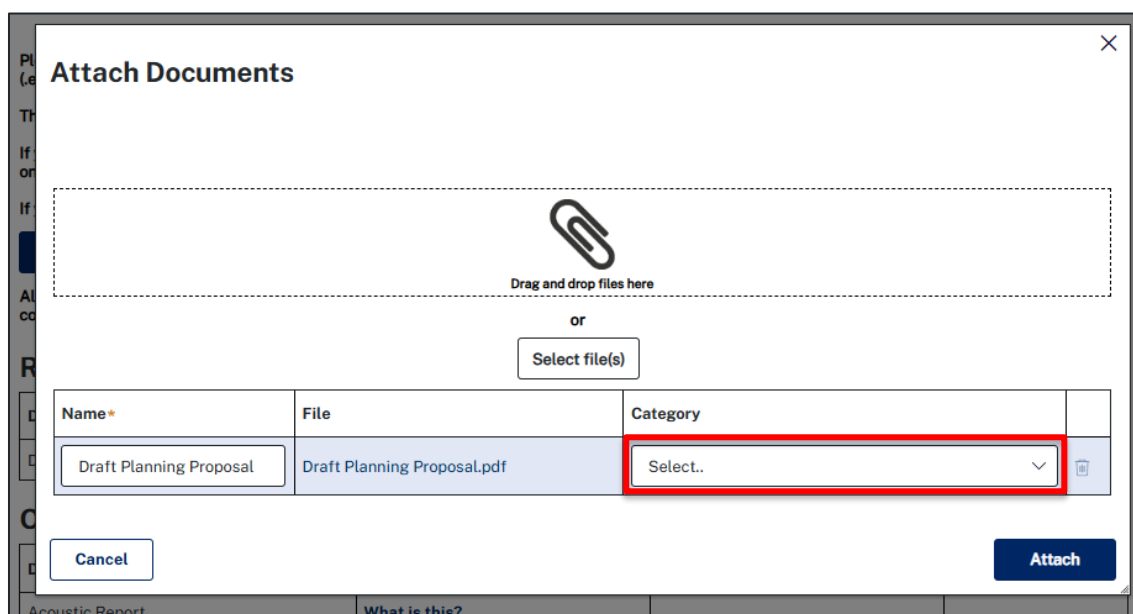
Required documents		
Document type	File name	Upload status
Draft Planning Proposal*	What is this?	

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

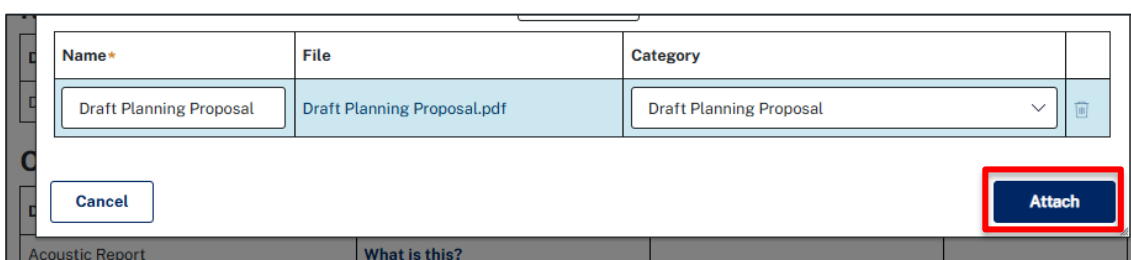
b. Select the file you want to attach and click 'open'.



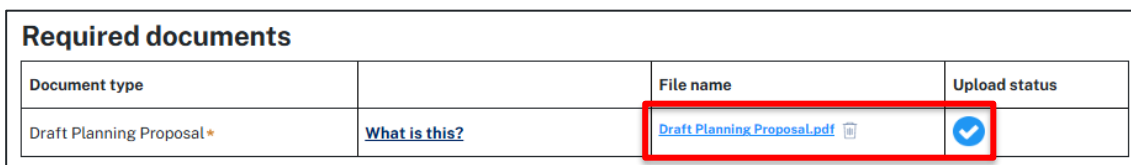
c. Select the appropriate category from the drop-down menu for each file.



d. Click 'Attach'.



e. Files will appear with their file name and blue tick in the 'Upload status' column.

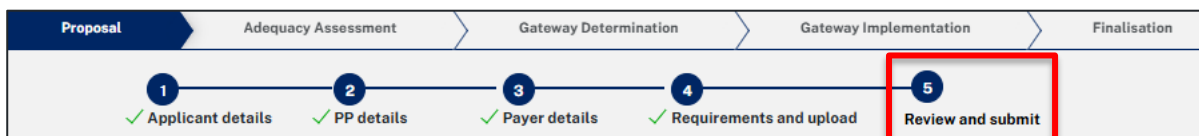


 **Note:** The document name has a maximum of 150 characters. You can update the name in the system to meet this limit.

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



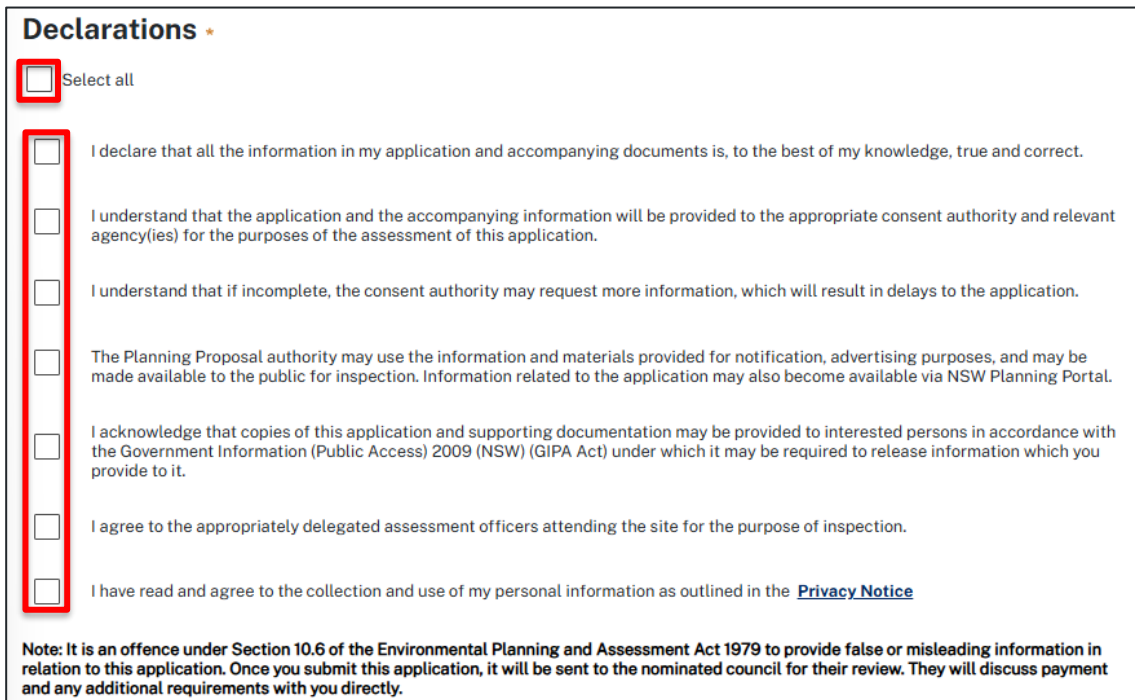
Step 5: Review and submit the proposal



16. 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.



17. Once you have confirmed the proposal details, scroll down the page and select the 'Select all' checkbox or select each declaration checkbox individually.



Declarations *

☐ Select all

☐ I declare that all the information in my application and accompanying documents is, to the best of my knowledge, true and correct.

☐ I understand that the application and the accompanying information will be provided to the appropriate consent authority and relevant agency(ies) for the purposes of the assessment of this application.

☐ I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

☐ The Planning Proposal authority may use the information and materials provided for notification, advertising purposes, and may be made available to the public for inspection. Information related to the application may also become available via NSW Planning Portal.

☐ 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 agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.

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

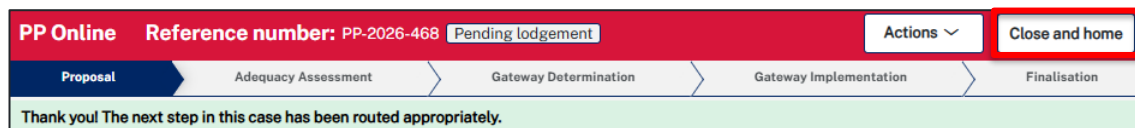
Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application. Once you submit this application, it will be sent to the nominated council for their review. They will discuss payment and any additional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

18. Click 'Submit' to submit the proposal.



A horizontal bar containing three buttons. The 'Previous' button is on the left, 'Save and exit' is in the middle, and 'Submit' is on the right. The 'Submit' button is highlighted with a red border.

19. Select 'close and home' to return to NSW Planning Portal dashboard.



The screenshot shows the top of the NSW Planning Portal interface. It includes a red header bar with 'PP Online', 'Reference number: PP-2026-468', and 'Pending lodgement'. Below this is a progress bar with five steps: 'Proposal' (active), 'Adequacy Assessment', 'Gateway Determination', 'Gateway Implementation', and 'Finalisation'. To the right of the progress bar is an 'Actions' dropdown menu and a 'Close and home' button, which is highlighted with a red border. Below the progress bar is a green message box that says 'Thank you! The next step in this case has been routed appropriately.'

What happens next?

- After you submit the planning proposal you can review application details via the review harness.

The screenshot shows a web interface for reviewing a planning proposal. At the top, there is a navigation bar with five tabs: 'Case details', 'Documents', 'Action summary', 'Analytics', and 'Related cases'. The 'Case details' tab is selected and highlighted with a red box. Below the navigation bar, there is a left-hand sidebar and a main content area. The sidebar contains a 'Planning proposal summary' section, which is expanded to show details: 'State electorate(s)' (blank), 'Region' (Central, West and South), 'LGA name' (BLACKTOWN), and 'Applicable land' (Whole of the LGA). Below this, there are two more sections: 'Applicant details' and 'Payer details', both with expandable arrows. The main content area is titled 'Proposal details' and is currently empty. Red boxes highlight the 'Case details' tab, the 'Planning proposal summary' section, and the 'Applicant details' and 'Payer details' sections.

- The planning proposal is sent to the relevant council to undertake an initial review and preliminary assessment.
- The council may request additional information before progressing the proposal.
- Once the council has completed its review, the proposal is sent to the Department of Planning, Housing and Infrastructure for assessment.
- The Department assesses whether the proposal has sufficient strategic and site-specific merit to proceed and determines if it can move to the next stage (Gateway determination).
- If the proposal is supported, it may be placed on public exhibition and shared with relevant government agencies for consultation.
- After the exhibition and consultation period, the plan-making authority finalises the proposal. This may be the council or the Department, depending on the proposal.
- Throughout the process, you will receive system-generated notifications advising of key updates or actions required.

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 are available on the NSW Planning Portal Support Hub.