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.

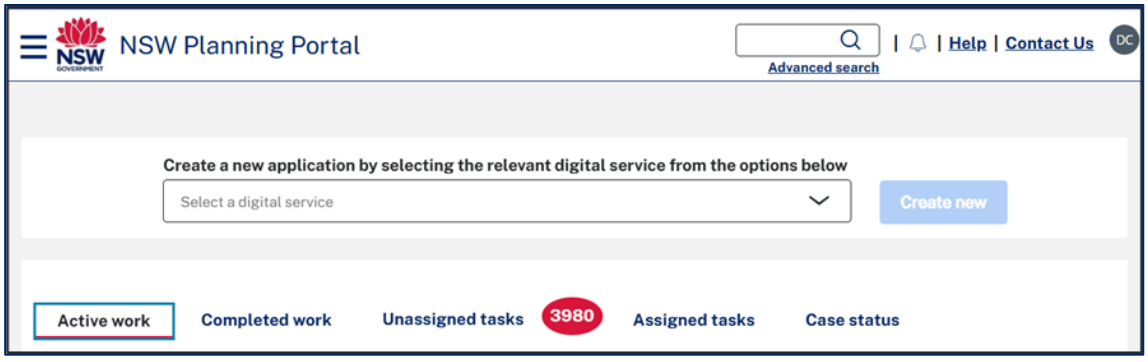
Note: You will need a NSW Planning Portal applicant account to create and submit your planning proposal. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

Steps

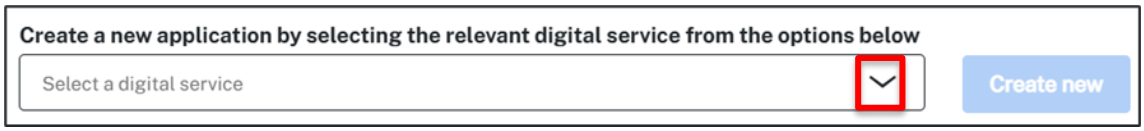
> Tip: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

Step 1: Create an application

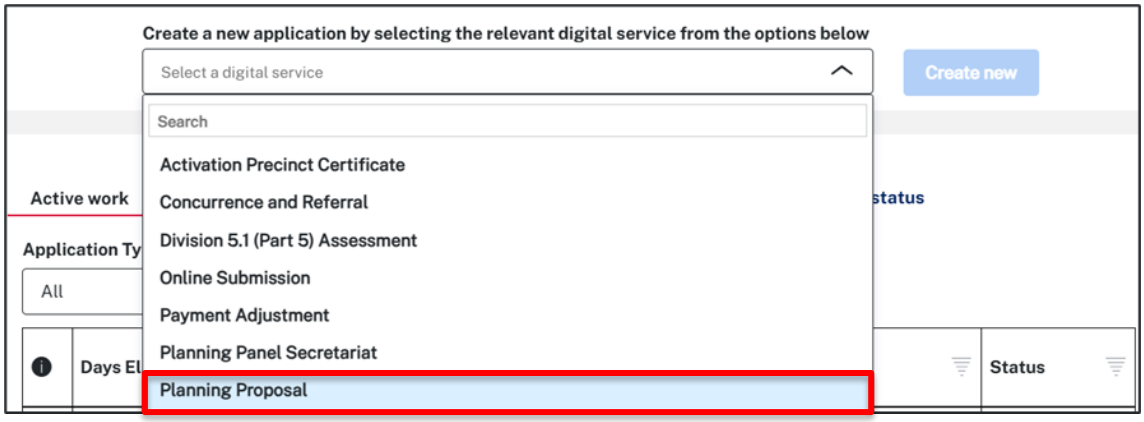
1. Log in to the NSW Planning Portal to display your dashboard.



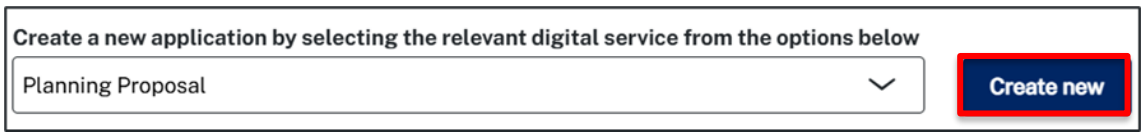
2. Click on the 'Create a new application …' drop-down arrow to display a list of digital services.



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

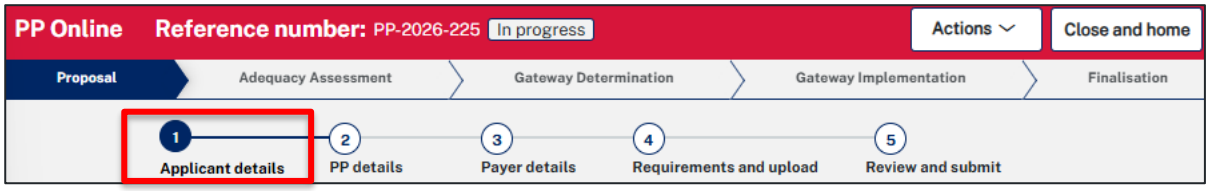


4. Click 'Create new'.

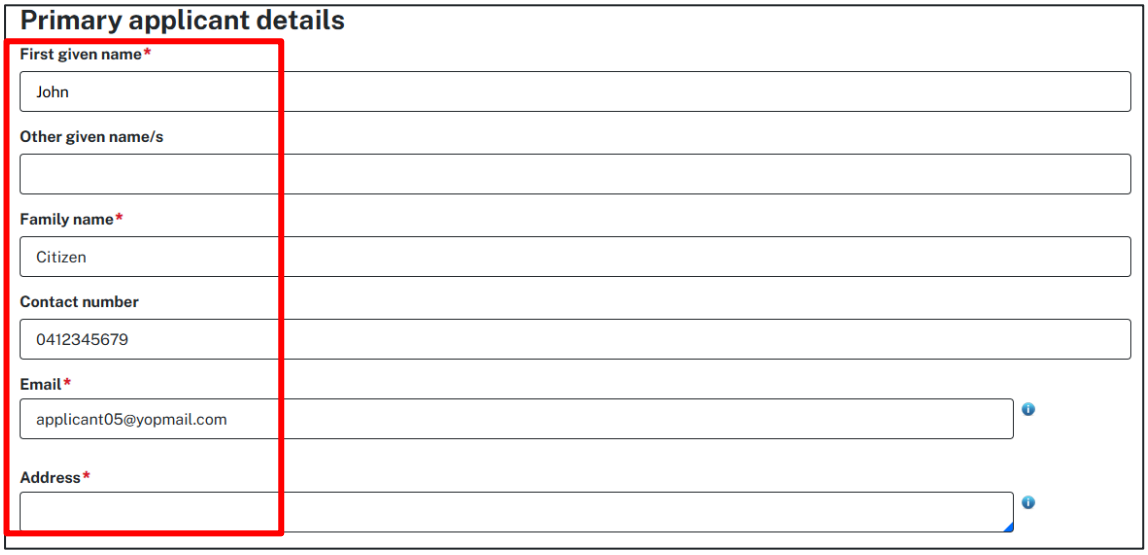


5. Click 'Next'.

Step 2: Capture applicant details



6. Enter the primary applicant's details.

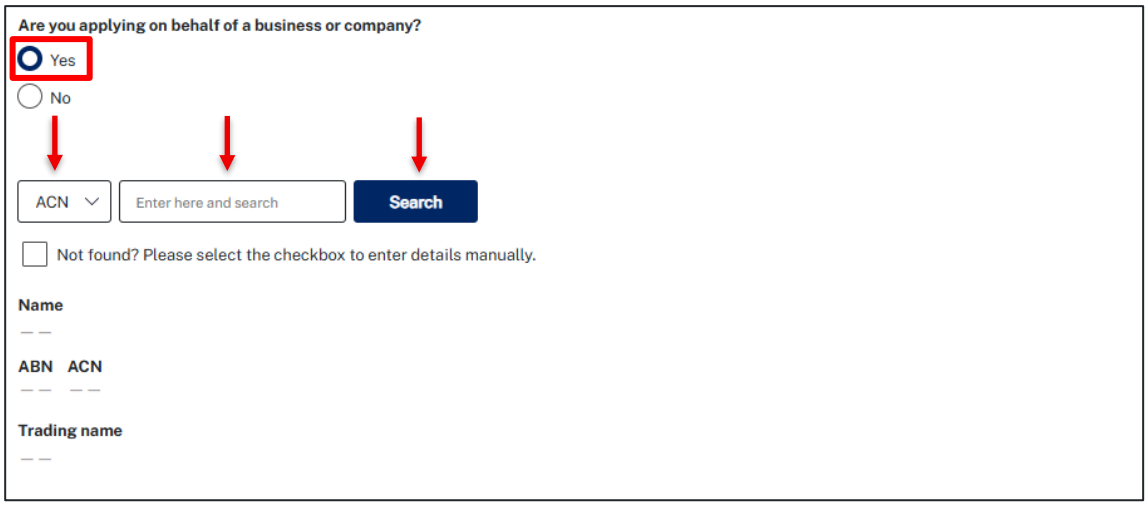


Note: Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required. The email address provided should be the same email address the applicant uses to log into the Portal. This email address will receive all system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

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

If you **select** 'Yes',

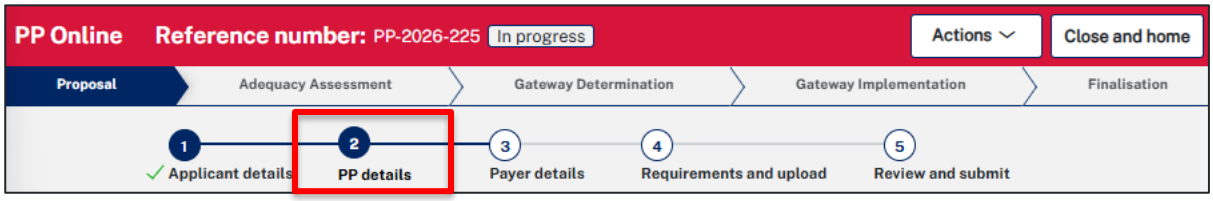
- **Select** either 'ACN', 'ABN', or 'Name' from the drop-down list.
- **Enter** the ACN, ABN or business / company name in the search field.
- **Click** 'Search'.
- **Select** a result from the displayed list.



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'.

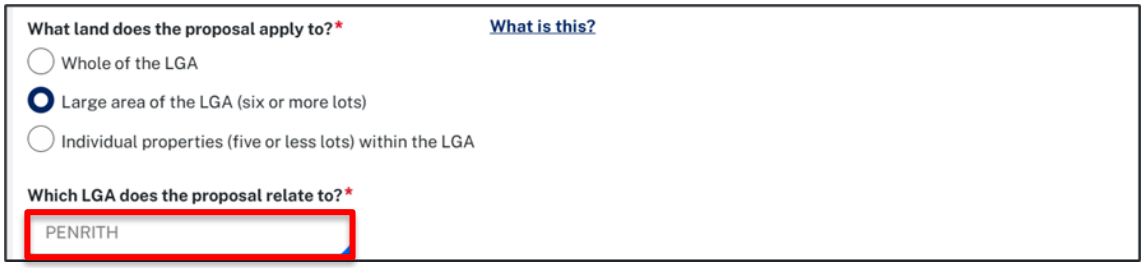
Step 3: Enter the planning proposal details



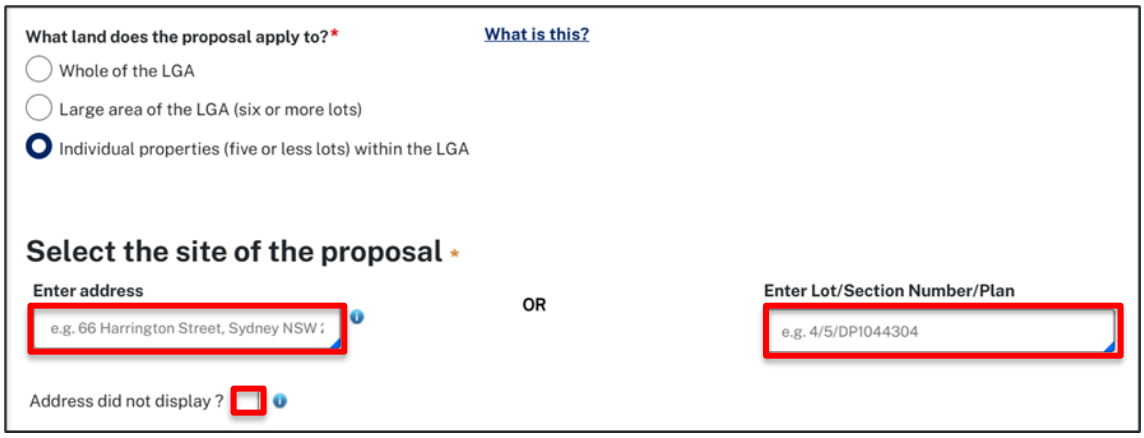
9. **Select** the option that describes the land to which the planning proposal applies.

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.

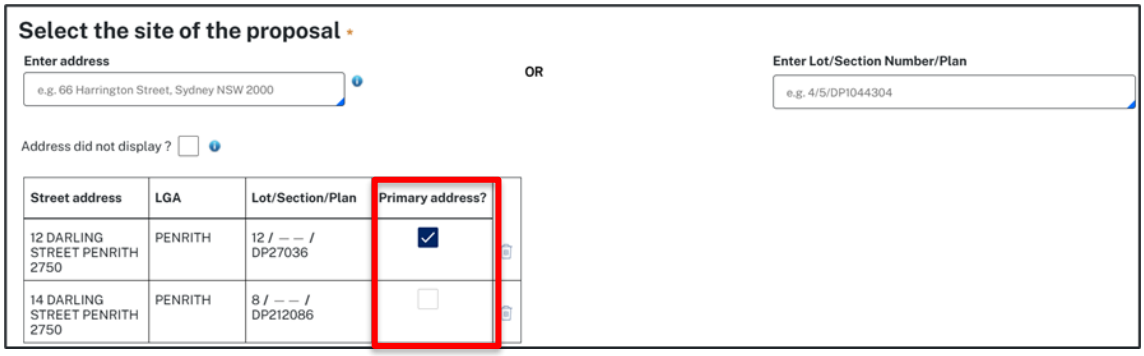


b. If you selected 'Individual properties (five or less lots) within the LGA', begin typing the relevant address or property details in the field and **select** the correct result from the drop-down list.

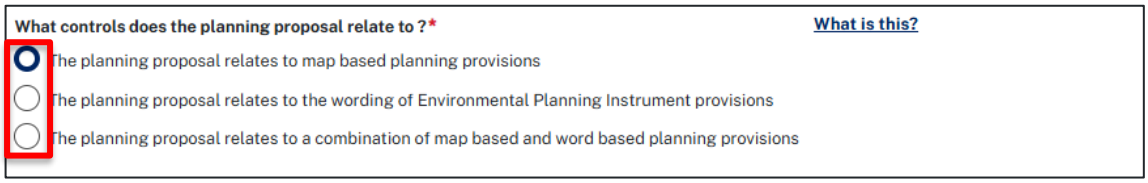


Notes: You can add up to five properties by entering each address or property details individually. If the address does not appear, **select** the checkbox 'Address did not display?' to enter the address manually.

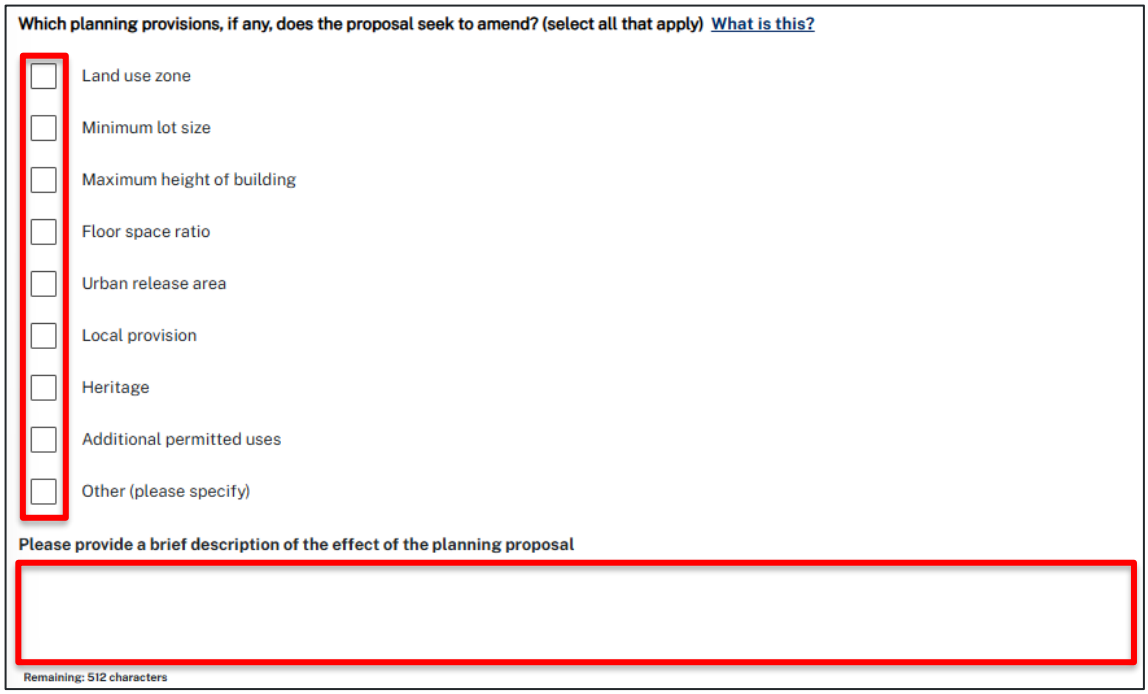
c. Select one address as the 'Primary address'. This address is used as the main reference for the proposal



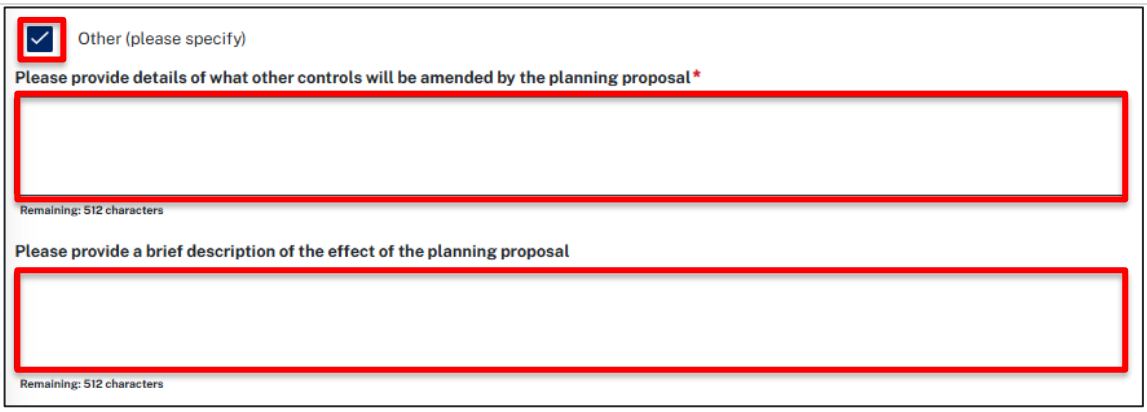
10. Select what controls the planning proposal relates to.



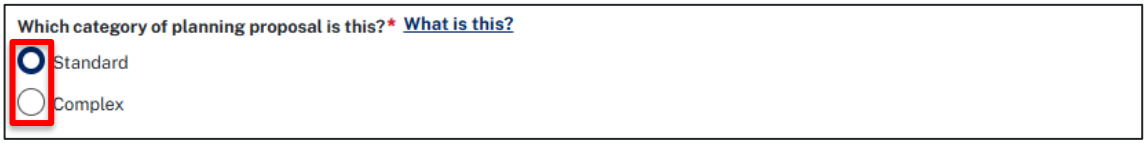
11. Select all the planning provisions, if any, the proposal seeks to amend and provide description.



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

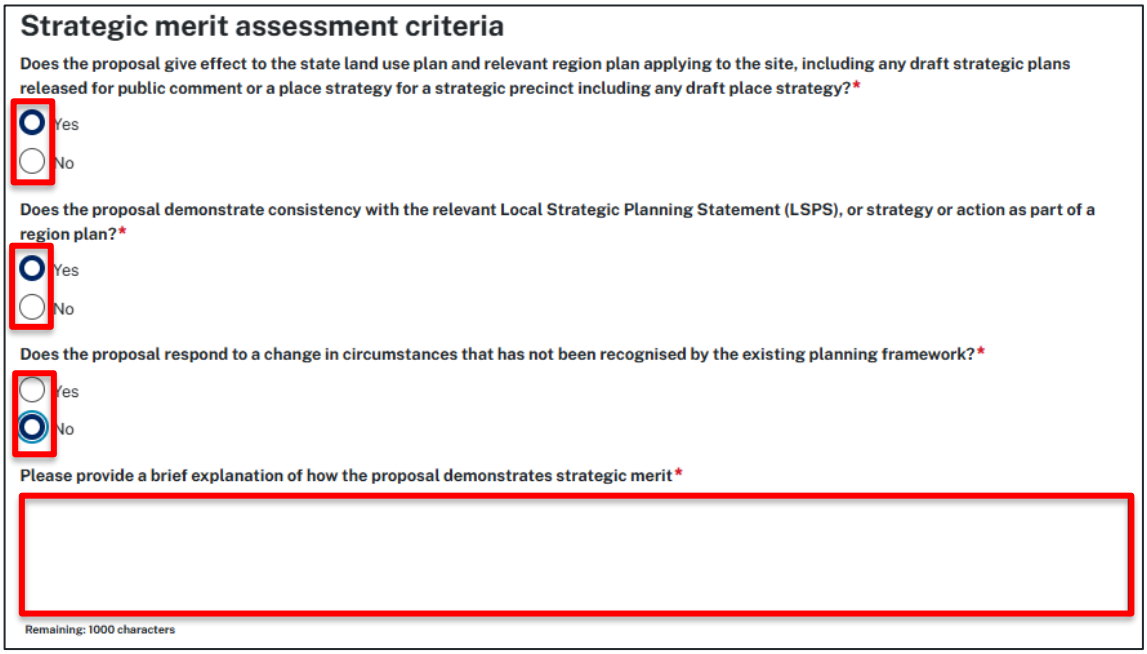


12. **Select** which category the planning proposal is.



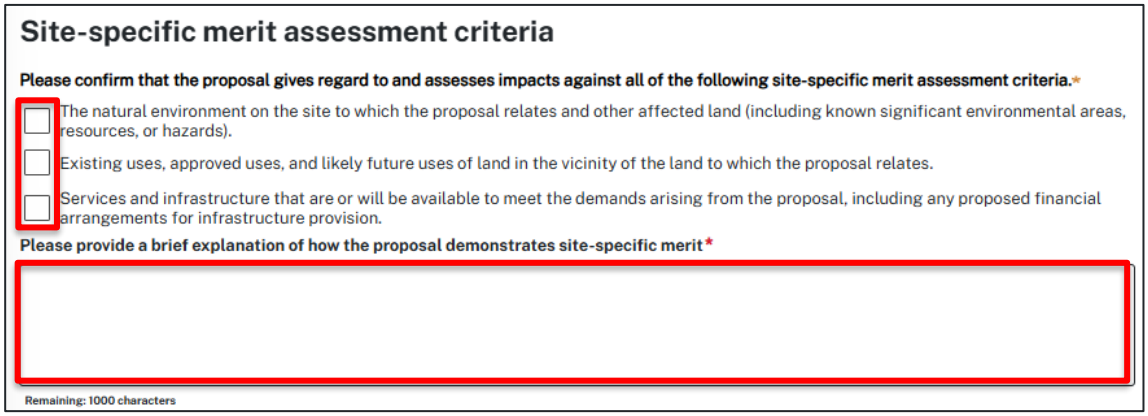
Note: For more information on what is a standard or complex proposal, please view the Local Environmental Plan Making Guideline. You can find the link by clicking, 'What this is'.

13. **Complete** the strategic merit assessment criteria and explanation.

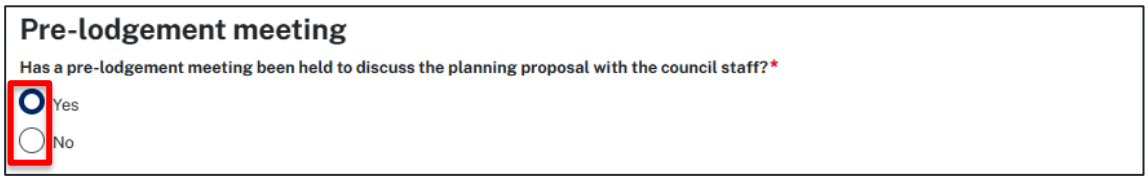


Note: The proposal must satisfy at least one strategic merit assessment criterion. If no is selected for all three, please review your responses and select "Yes" for at least one question.

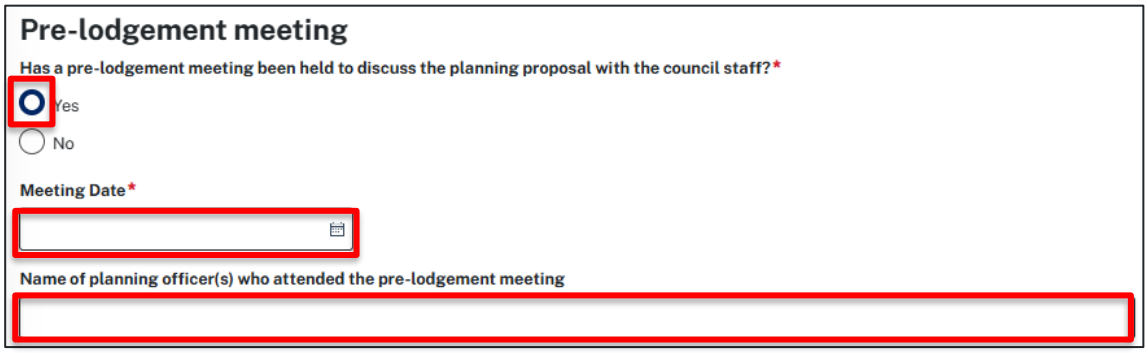
14. Complete site-specific merit assessment criteria and explanation.



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



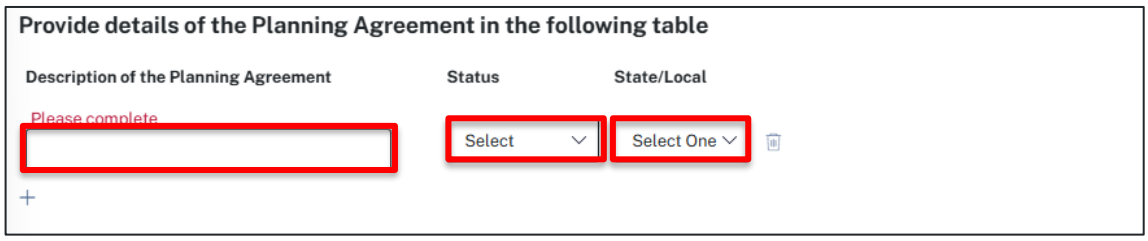
a. If 'yes', complete the date name of planning officer(s).



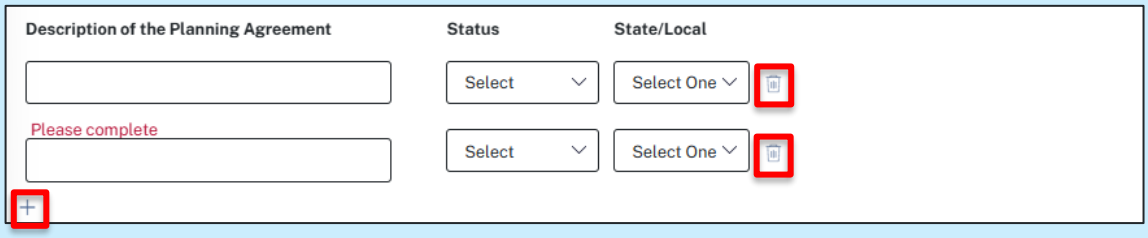
16. Indicate if the planning proposal is accompanied by a Planning Agreement.

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

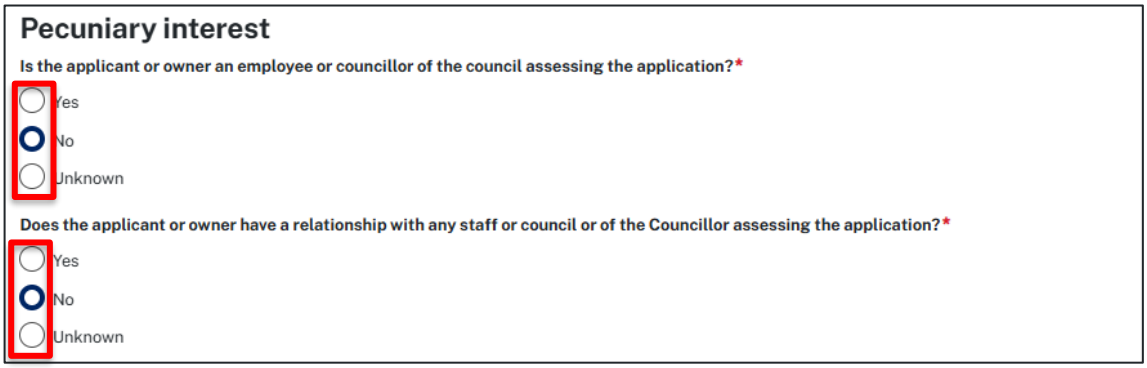
Complete the 'Description', 'Status' and 'State/Local' fields.



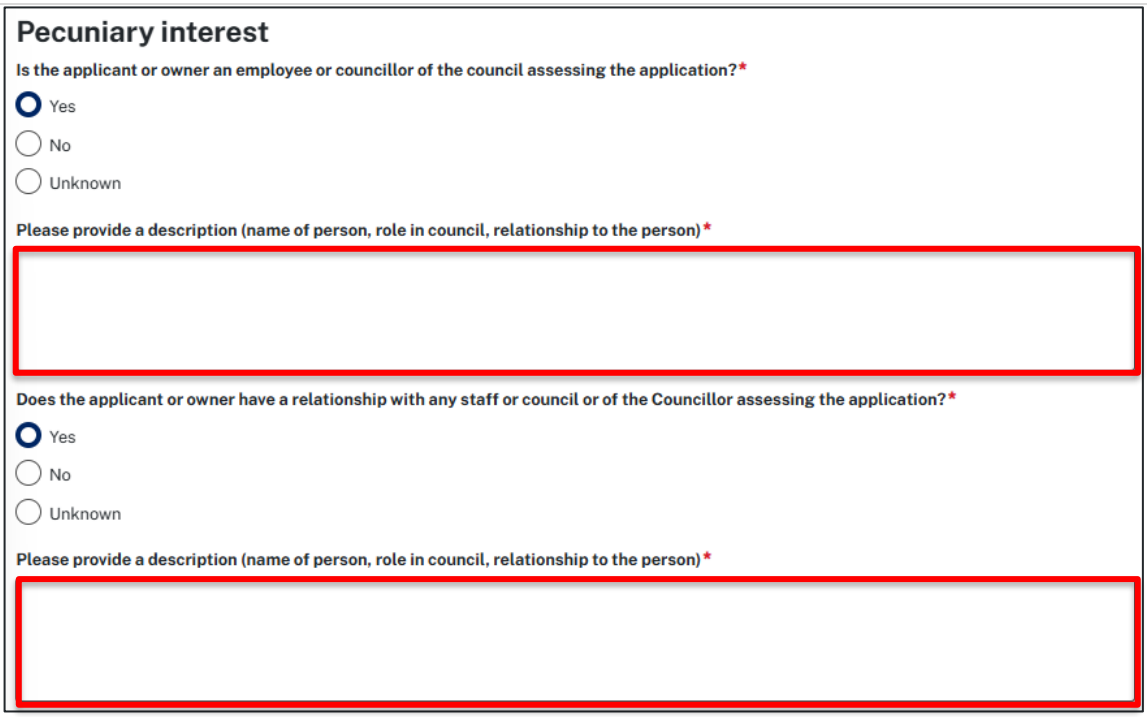
Note: Use the '+' icon to add addition rows and use the rubbish bin icon to remove rows not required.



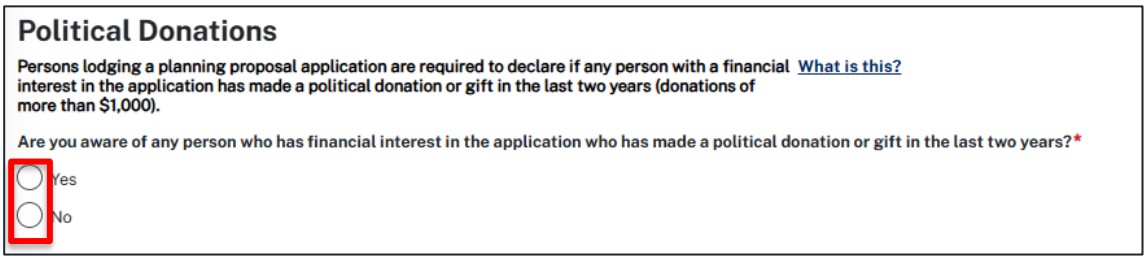
17. Complete the 'Pecuniary interests' questions.



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



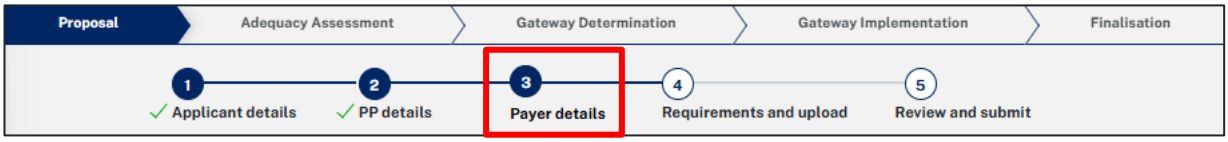
18. Indicate if you are aware of any person who has financial interest in the application who has made a political donation or gift in the last two years.



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

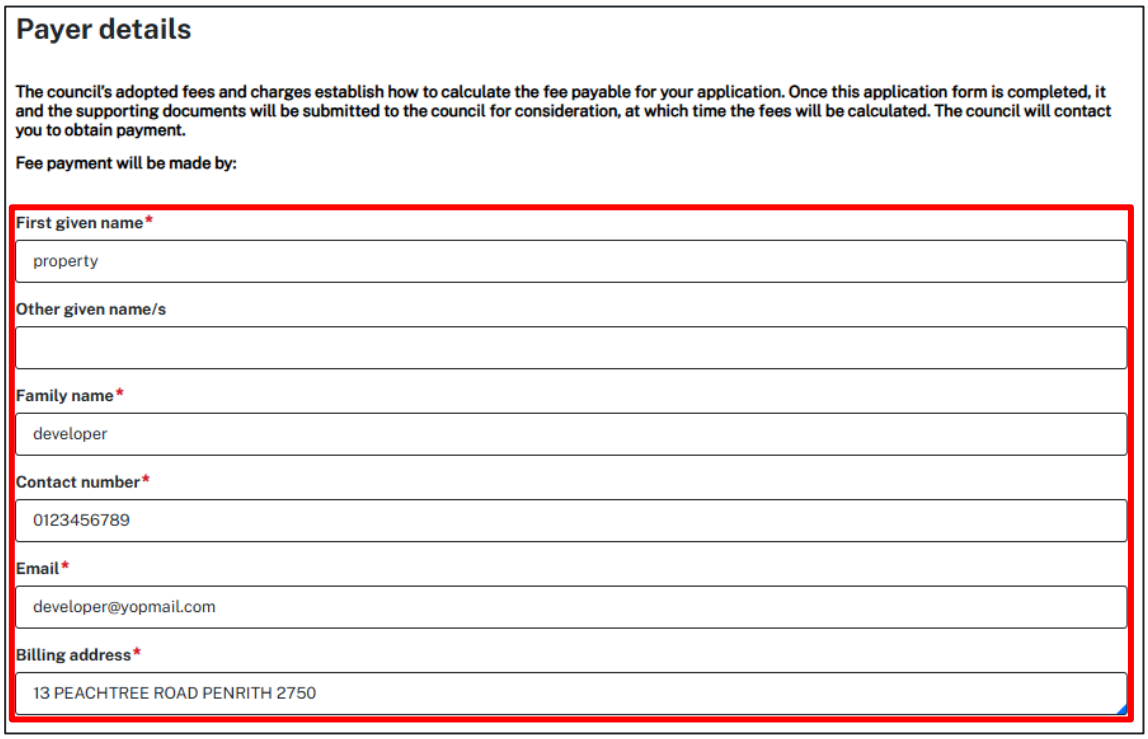
19. Click 'Save and continue'.

Step 4: Enter payer details



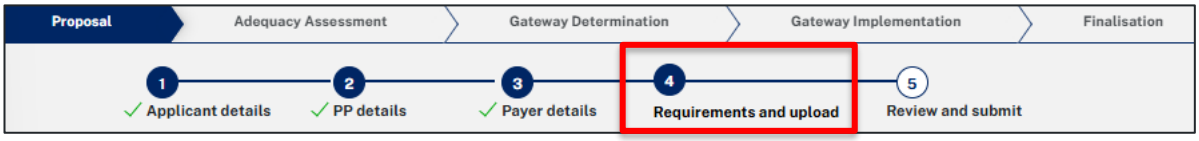
Note: The council's adopted fees and charges establish how to calculate the fee payable for your application. Once this application form is completed, it and the supporting documents will be submitted to the council for consideration, at which time the fees will be calculated. The council will contact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



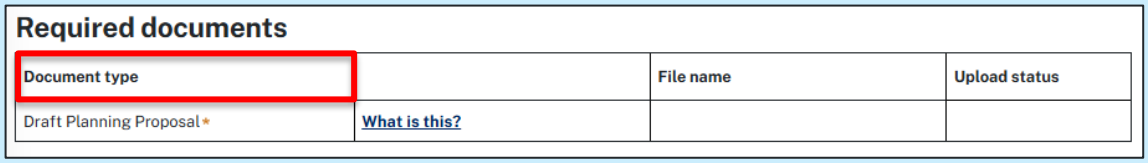
20. **Click** 'Save and continue'.

Step 4: Requirements and uploads

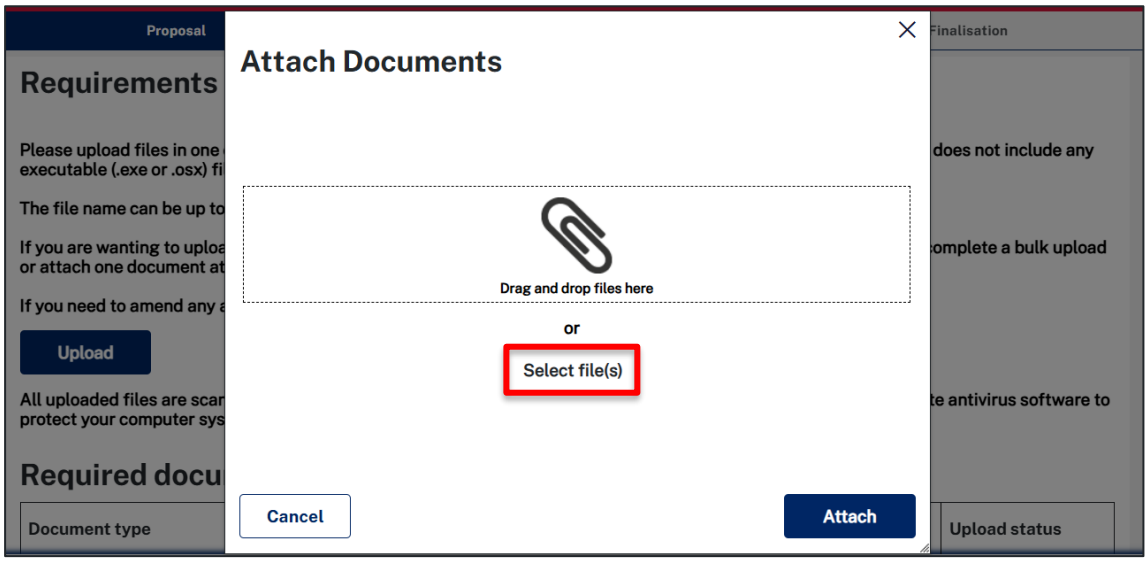


14. Click 'Upload' to attach the required and supporting documents.

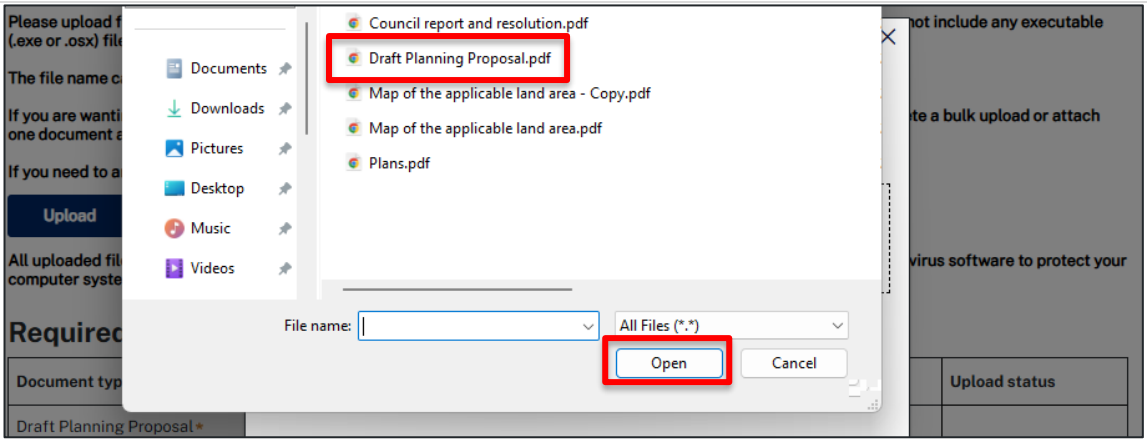
Note: Required documents will be marked with asterisks * and must be attached for the application to progress. The documents you are required to upload with your proposal will vary depending on the selections made in the 'Planning proposal details' section.



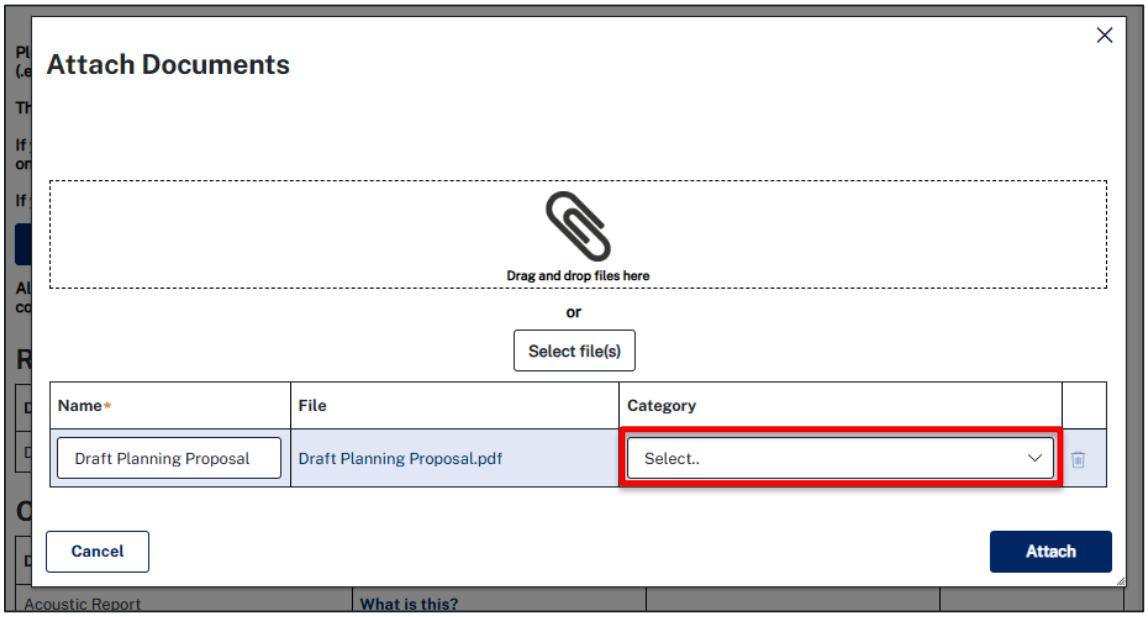
a. Select the file(s) or drag and drop them into the upload area.



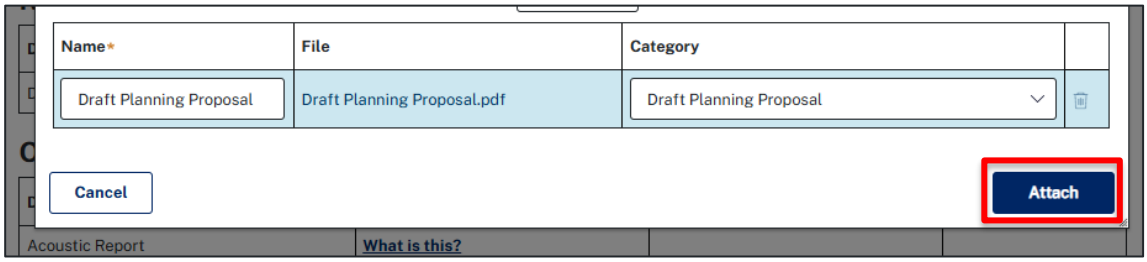
b. Select the file you want to attach and click 'open'.



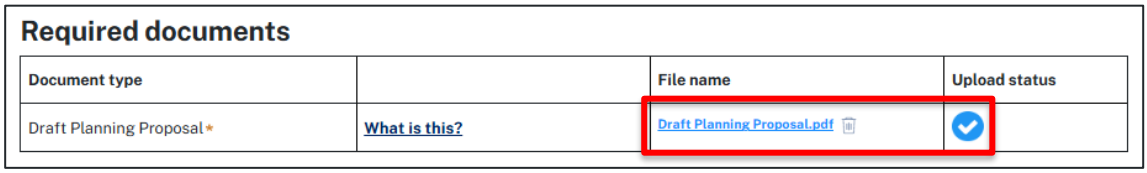
c. Select the appropriate category from the drop-down menu for each file.



d. Click 'Attach'.



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



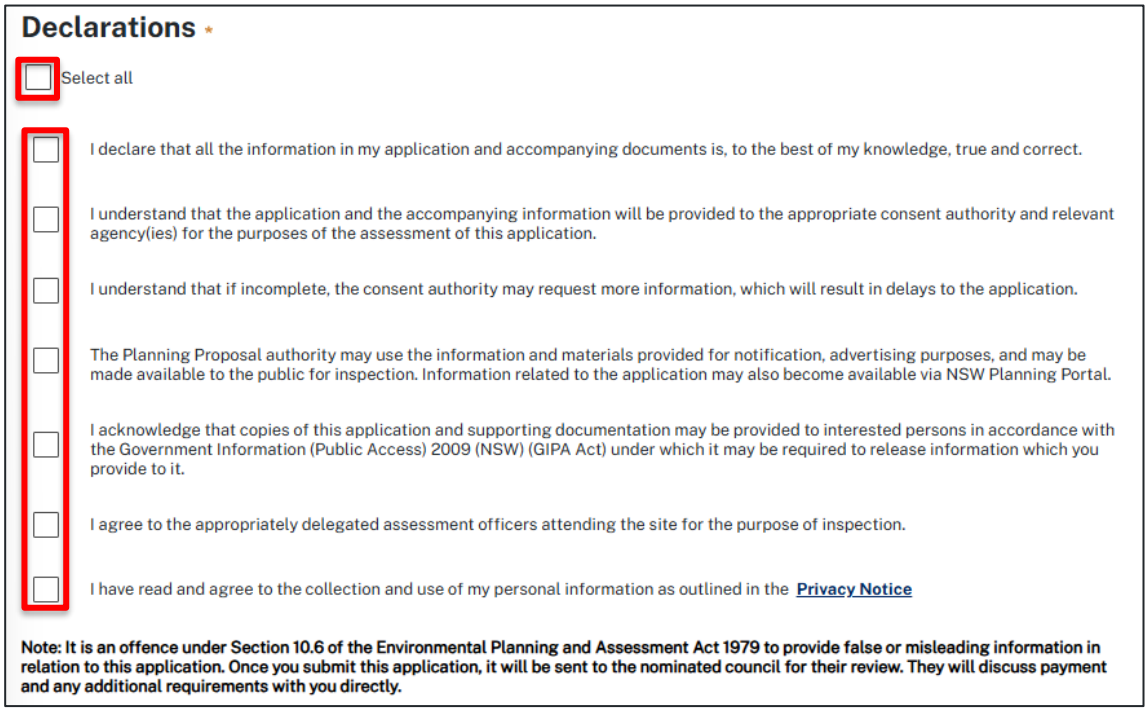
Note: The document name has a maximum of 150 characters. You can update the name in the system to meet this limit.

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

Step 5: Review and submit the proposal

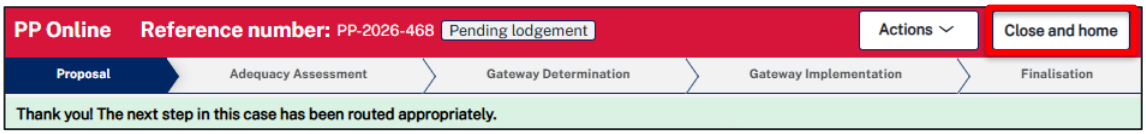
16. Review and verify all details entered. This information is read-only. If required, click 'Previous' in the bottom left-hand corner of the screen to return to earlier screens and make changes.

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



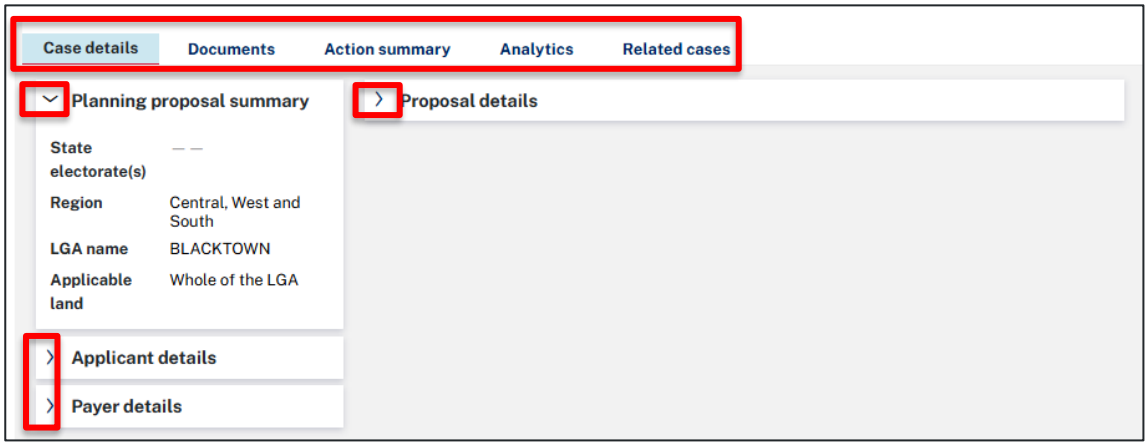
18. **Click** 'Submit' to submit the proposal.

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



What happens next?

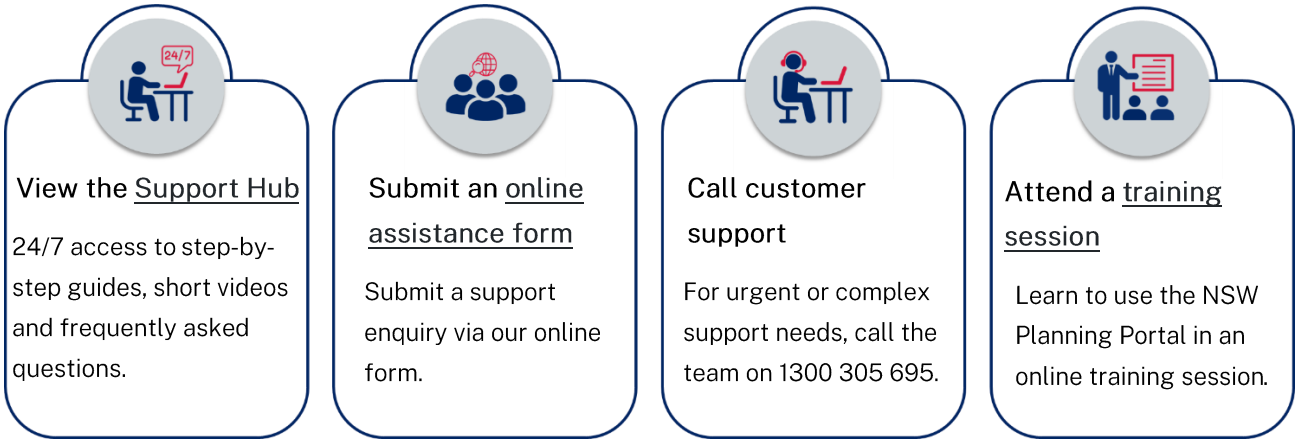
- After you submit the planning proposal you can review application details via the review harness.



- 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?



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.