

Guide to Lodging a Planning Proposal

This guide has been prepared to assist you in preparing a Planning Proposal. It outlines what details should be provided in your Proposal and if you need more information, please contact City Planning on 4221 6246.

SUPPORTING INFORMATION

The Department of Planning & Environment have produced a Guide to Preparing Planning Proposals and a Guide to Local Environmental Plans.

These documents will assist you in preparing your Planning Proposal and can be found on the Department of Planning & Environment website www.planning.nsw.gov.au/

What needs to be submitted with your Planning Proposal?

1. Justification for your proposal. This includes:
 - The need for the Planning Proposal
 - Relationship to strategic planning framework. We have prepared two documents to assist you in the preparation of your Planning Proposal. These are *A summary of planning issues checklist* and *a Planning Proposal template*. They should be used as a guide to make sure that you have considered the State & regional planning issues that apply to your proposal within our City. Copies need to be lodged with your Planning Proposal application. Copies of these documents can be obtained from City Planning.
2. Relevant supporting information may be required to justify your proposal. Some of these may be outlined following your pre-lodgement meeting with Council. The level of detail required will depend on the impact the proposal may have. The supporting information may include:
 - Environmental considerations
 - Urban design
 - Population details – current and forecast
 - Social and cultural
 - Relationship to S94 Contributions Plan
 - Traffic and transport
 - Infrastructure required – utilities & roads
 - Road & Rail noise
 - Industry impacts
 - Employment land studies
 - Heritage studies
3. The Planning Proposal lodgement form. This is available from City Planning.
4. One electronic and three hard copies of your Application form, Planning Proposal and supporting information. One Word version of the Planning Proposal. The electronic version needs to be provided on a USB flash drive.
5. Digital mapping for all zones and controls that don't follow existing property boundaries. Format: Digital Mapping Data DWG/DXF – MGA 1994 Zone 56(GDA94).

6. If you have met and discussed your Planning Proposal with Council staff, you need to include the Pre-lodgement checklist and relevant information provided by Council to you after your meeting. The checklist provided by Council will include the matters and/or issues required to be included in the Planning Proposal.
7. The application fee. The applicable fee can be found on our website www.shellharbour.nsw.gov.au Please check with City Planning on 4221 6246 for the applicable fee before lodging your Planning Proposal. Please lodge the fee quote provided by Council with your application.
8. Under the *Government Information (Public Access) Act 2009*, approval is required from the authors of all supporting documentation giving consent to put their documents on public exhibition, including on our website. This is required so that Council doesn't infringe the copyright of the authors.

BACKGROUND INFORMATION

GIPAA

Under the *Government Information (Public Access) Act 2009* we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website.

Your Privacy

Shellharbour City Council respects your privacy at all times. When processing your application we collect personal information about you for the primary purpose of providing you with a high level of customer service.

For more information please see our *Privacy Management Plan* on our website www.shellharbour.nsw.gov.au or contact our Privacy Officer on 4221 6111. Information leaflets are also available at all of our offices and libraries.

Political Donations & Gifts

Under the *Local Government and Planning Legislation Amendment (Political Donations) Act 2008* if you have a financial interest in a Planning Proposal you are required to publicly disclose any political donations or gifts to a Councillor or Council employee that have been made. This law has been introduced by the State government to improve the transparency of the planning system.

The disclosure requirements apply for the period commencing two years before the proposal is lodged with Council and concludes at the time the Proposal is finalised. It is the responsibility of every person to ensure that they comply with any obligations under the disclosure requirements.

Further information is available on the [NSW Government Department of Planning](http://www.nsw.gov.au) website.

All Political Donations and Gifts Disclosure Statements will be public documents and all information contained in them will be available to the public and government agencies. You can find the Political Donations disclosure form on our website, in the [Forms and Applications](#) section. For more information, contact Council on 4221 6111.

Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.