Planning Proposal Notification
Policy

AUTHORISATION & VERSION CONTROL

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>POL-030</th>
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<tbody>
<tr>
<td>Policy Owner</td>
<td>Director Environment &amp; Planning</td>
</tr>
<tr>
<td>Date Adopted</td>
<td>18 December 2019</td>
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1.0 POLICY

This policy applies to the Cumberland City Council local government area (Cumberland LGA), and was made effective on 21 February 2017.

2.0 OBJECTIVE

The objective of this policy is:

- to provide a consistent approach to the public notification and communication of planning proposal applications/requests;
- to inform the Cumberland Community of planning proposal applications/request prior to assessment and submission of a proposal to the Department of Planning and Environment for a Gateway Determination, and allow public comment at this preliminary stage; and
- To inform the Cumberland Community of council-initiated planning proposals, prior to submission of the proposal to the Department of Planning and Environment for a Gateway Determination, and allow public comments at this preliminary stage.

3.0 APPLICATION

- All applicant-initiated planning proposal requests will be publicly notified and exhibited on Council’s website, immediately after lodgement.
- Early community consultation will be undertaken for all major planning proposals initiated by Council prior to Gateway submission.
- The notification of all PPs (applicant and Council initiated PPs) will be undertaken according to the relative impact of the proposed development/rezoning, in accordance with the categories in Council’s fees and charges policy as determined by Council planners.

- A Planning Proposal will be categorised as follows:
  - Minor planning proposals – exhibited for minimum 14 days;
  - Standard planning proposals – exhibited for minimum 21 days; and
  - Major planning proposals and Major Significant planning proposals – exhibited for minimum 28 days.

The minimum notification periods outlined in the table are consistent with the notification periods outlined within the Department’s ‘A Guide to Preparing Local Environmental Plans’ (p.18).

The degree of impact of a PP application (low, moderate or significant impact) will be determined by Council officers in accordance with the parameters set out in Council’s Schedule of Fees and Charges.
Notification and public exhibition will include, depending on the proposal's relative impact (low; moderate; significant):

a. Council’s website all relevant documentation and supporting information will be made available on Council’s website during the preliminary consultation period, will be updated as appropriate.
b. All land owners (affected, adjoining and opposite), and immediate surrounding owners affected by the proposal, as determined by Council officers will be notified via letter.
c. The proposal and all supporting information will be publicly exhibited at a selected library location/s, and a Council Administration Centre/s as determined by Council officers.
d. Public notice(s) in the relevant local newspaper/s.
e. Conduct a community information session, for Major Significant Planning Proposals and others, at discretion of Council.
f. Implement other communication methods as required by Council.

The table below provides minimum mandatory requirements for notification, advertising and exhibition for all planning proposals.

<table>
<thead>
<tr>
<th>Planning Proposal type</th>
<th>Letters to affected, adjoining and opposite properties (to land owners and occupants)</th>
<th>Letters to surrounding properties (to owners)</th>
<th>Advertise in local newspaper</th>
<th>Council website</th>
<th>Minimum notification period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor planning proposal</td>
<td>Yes</td>
<td>At the discretion of Council</td>
<td>Yes</td>
<td>Yes</td>
<td>14 days</td>
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<tr>
<td>Standard planning proposal</td>
<td>Yes</td>
<td>Yes – approximately 60m from site boundary</td>
<td>Yes</td>
<td>Yes</td>
<td>21 days</td>
</tr>
<tr>
<td>Major planning proposals</td>
<td>Yes</td>
<td>Yes – approximately 200m from site boundary</td>
<td>Yes</td>
<td>Yes</td>
<td>28 days</td>
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<tr>
<td>Major significant planning proposals</td>
<td>Yes</td>
<td>Yes – approximately 400m from site boundary</td>
<td>Yes</td>
<td>Yes</td>
<td>28 days</td>
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</table>

The Cumberland community will be given further opportunity to be informed of proposed development and to make submissions in the formal consultation stage of the Department’s LEP making process, once a PP is approved at the Gateway.

Should the notification period fall within the Christmas holiday period, that is, unable to be completed prior to 15 December, then the minimum notification period set out in this policy will be extended until 31 January to ensure reasonable opportunity for public comment.

**Note:** Council officers will need to further consider the DP&E’s 90 day timeline for PPs when determining an extension to the existing notification period.
GLOSSARY

CIHAP or IHAP - Cumberland Independent Hearing and Assessment Panel
DA - Development Application
DP&E - Department of Planning and Environment
GSC - Greater Sydney Commission
LEP - Local Environmental Plan
LGA - Local government area
Timing of public notification and consultation in the Planning Proposal process

- **Applicant-initiated planning proposal request** → **Public notification and opportunity for the public to make submissions**
  - Under Council’s notification policy, adjoining landowners and wider community are aware of planning proposal shortly after lodgement/commencement in the earliest stages of the process.

- **Council planning project** → **Early community consultation**
  - Council report considers feedback, submissions received and issues raised.

- **Strategic assessment report prepared; considers submissions received and issues raised** → **Cumberland Independent Hearing and Assessment Panel (IHAP) considers proposal and makes recommendations to Council**

- **Report to Council**
  - Council resolves whether to proceed or not.
  - **Not to Proceed** → **Applicant can request review of decision (by State government)**

- **Proceed to State government for Gateway Determination**
  - **Gateway Determination**
    - Gateway; proceed with conditions
  - **Not to Proceed** → **Applicant can request review of Gateway decision (by State government)**

- **Consultation (required by the Gateway Determination)**

- **Subsequent steps to finalise planning proposal and LEP Amendment**

*Note: excludes reclassifications, housekeeping and other minor matters*