



CUMBERLAND
CITY COUNCIL

Planning Proposal Notification Policy

AUTHORISATION & VERSION CONTROL

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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.

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

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

