



PLANNING PROPOSAL APPLICATION CHECKLIST

Information to be Submitted (documentation to be checked by a Strategic Planning Officer)	Applicant	Office Use Only
Application Form		
1. A completed application form with owner's consent lodged on the NSW Planning Portal		
Required Information		
2. Information required in accordance with Section 3.33 of the <i>Environmental Planning and Assessment Act 1979</i> and Local Environmental Plan Making Guideline prepared by the NSW Department of Planning and Environment		
3. Description of the subject land and the locality		
4. Statement and justification of objectives and intended outcomes including the process of how these are to be implemented		
5. A plan of the site drawn to scale indicating physical features such as trees, topography, existing buildings etc		
6. Site analysis of the site and surrounding environment identifying relevant significant issues		
7. Details of the current use of the property and surrounding properties and the potential impact of the proposal on the surrounding area (including issues such as traffic and parking, noise, privacy, infrastructure considerations (if relevant) for servicing the site, site contamination etc.)		
8. Relevant plans (e.g. proposed height or FSR changes, environmental constraints, heritage or flood prone areas)		
9. Photographs of the site and surrounding neighbourhood		
10. Explanation of any intended activities for the site if it was to be rezoned (concept plans for future development should also be included)		



11. Details of the substantial public benefit that would result from the proposed rezoning (an example of this might include provision of public open space)		
12. Relevant information required to assess the environmental, economic and social impacts of the proposal		
13. Consideration of the relevant local planning controls including the Local Environmental Plan and Development Control Plan and State Environmental Planning Policies and Ministerial s9.1 Directions		

