



### OFFICE USE ONLY

Application No:				CCO:	
Fees paid:	\$	Receipt no:		Receipt date:	

### LODGEMENT & PAYMENT OF APPLICATION

Your application will NOT be processed until FULL payment has been received for the scoping stage.

Please contact Council’s Planning Systems team during business hours on 02 8757 9000 or via email [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au) should you wish to lodge or discuss a scoping proposal for your site.

### Application information

- Scoping proposals are for anyone (developer/proponent/applicant) who intends to lodge a future planning proposal request/application with Council and would like to seek preliminary strategic planning advice to determine the proposed scope of their planning proposal in the initial stages of the planning proposal process **before** lodging a formal planning proposal request/application with Council.
- The proponent **must** contact the planning systems team first before an applicant/proponent intends to prepare and lodge a scoping proposal.
- Scoping proposals should provide sufficient planning information to ensure the planning proposal request can be easily understood, considered and demonstrates broader strategic and site-specific planning merit with the state and local strategic framework. Though the proponent is not required to undertake any detailed analysis/assessment at this stage, the scoping proposal stage enables a proponent to determine and demonstrate a broader overview of the potential proposal’s strategic intent and objectives, determine opportunities and constraints, existing and proposed planning controls, key planning issues and identify infrastructure provisions required for a potential planning proposal application at an early stage which is to be lodged with Council in the future.
- The scoping proposal **must be** consistent with the Department of Planning and Environment’s Environment’s ‘Local Environmental Plan Making Guidelines’ (August 2023) and Scoping Report format at <https://www.planning.nsw.gov.au/plans-for-your-area/local-planning-and-zoning/making-and-amending-leps>
- One of the advantages of submitting a scoping proposal in the early stages of the planning proposal process is that Council can provide preliminary strategic planning feedback on a proposal and the proponent could consider Council’s planning advice provided by Council officers prior to lodging a formal PP request/application with Council. This further prevents the proponent lodging an incomplete substandard proposal application for assessment which could also delay the strategic merit assessment and progress of a proposal to a panel/council meeting.

While the advice in preliminary feedback is given in good faith, it in no way binds a decision made by Council.



If a DA is approved on site and the approved DA reference if known:

If previous strategic advice was sought and outcomes?

#### 4. Application Checklist

Please include the following to assist in the application of the proposal. In addition, please refer to the Department of Planning and Environment's LEP Making Guidelines and Scoping Report format (<https://www.planning.nsw.gov.au/Plans-for-your-area/Local-Planning-and-Zoning/Making-and-Amending-LEPs>).

Note: the following must be considered and included with a cover letter that briefly outlines the scoping proposal.

<input type="checkbox"/>	Existing and proposed planning controls and land uses and provisions if any (to be included as a table format) in report	<input type="checkbox"/>	Preliminary considerations if any (social, economic, heritage, and environmental)
<input type="checkbox"/>	Site Analysis Plan – demonstrating the proposed site, aerial view, and its broader planning context	<input type="checkbox"/>	Site-specific merit considerations if any
<input type="checkbox"/>	Strategic merit assessment statement – consistency with regional, district, local strategic planning statements and other endorsed state/council strategies or studies if any.	<input type="checkbox"/>	Cover letter including a brief outline of the needs, objectives and intent of the proposal
<input type="checkbox"/>	Indicative concept plans/master plans showing the proposed development on site if any (drawn to a legible scale and to be A3 or A4 size)	<input type="checkbox"/>	Any other supporting information (key issues if known and available and Include any additional studies to be undertaken)

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### Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

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