

## Planning Proposal Checklist

Before preparing your Planning Proposal, speak to Council's Strategic Planning Section to seek advice prior to **preparing** a planning proposal.

Checklist	Applicant	Office Use
<p><b>Complete the Application Form</b></p> <p>1. The form needs to be signed by ALL land owners</p>		
<p><b>Pay the fees &amp; charges as per Council's Fees and Charges Policy</b></p> <p>2. The amount will vary depending on the complexity of the amendment. Council staff will confirm the fees prior to lodgement.</p>		
<p><b>Required Information</b></p> <p>3. Objectives Statement</p> <p>This is a short statement setting out the objectives of the planning proposal.</p> <p>4. Explanation Statement</p> <p>A more detailed statement of how the LEP will be amended to achieve the objectives</p> <p>5. Need for the Planning Proposal</p> <p>If the planning proposal implements the outcome of a strategic study or report, the key findings need to be explained.</p> <p>The planning proposal needs to demonstrate the best means of achieving the objectives, and what alternatives have been considered.</p> <p>6. Relationship to Strategic Planning Framework</p> <p>The planning proposal needs to demonstrate that the objectives and actions of the Riverina Murray Regional Plan 2017, Community Strategic Plan 2040 – Wagga View and Wagga Wagga City Council Spatial Plan 2013 – 2043 have been considered.</p> <p>The planning proposal also needs to consider relevant State Environmental Planning Policies &amp; applicable Ministerial Directions.</p> <p>7. Environmental, Social &amp; Economic Impacts</p> <p>The planning proposal needs to identify if there are any potential critical habitats or threatened species, and how</p>		

<p>other environmental effects such as flooding or bushfire will be managed. The planning proposal needs to include any effects on items or places of European or Aboriginal Culture and adequately address other social infrastructure impacts such as on schools.</p> <p>8. State &amp; Commonwealth Interests</p> <p>The planning proposal needs to indicate if there is adequate public infrastructure and whether or not the views of State and Commonwealth public authorities have been obtained.</p> <p>9. Site analysis of property &amp; surrounding environment</p> <p>Include an analysis of the site conditions and the relationship to the surrounding area.</p> <p>10. Mapping</p> <p>Include a map that shows the location of the site, a map that shows the existing zoning, lot size, floor space ratio or building height etc. and a map with the proposed zoning, lot size, floor space ratio or building height etc.</p> <p>11. Supporting Studies</p> <p>Include any specialist studies.</p>		
<p><b>Pre-Lodgement Meeting</b></p> <p>12. Make an appointment with Council Staff before lodging the planning proposal.</p>		