



Planning Proposal Scoping Request Form

Planning Proposal Category

Please choose the Planning Proposal Category for the Scoping Request

- ☐ Category A (Basic)
- ☐ Category B (Standard)
- ☐ Category C (Complex)

Applicant Details

Title:		
Name:		
Company (if applicable):		
Address:		
Contact Details:		
Email:		
Signature:		Date:

Property Details

Unit/Street No:	Street:	
Suburb:	Postcode:	
Lot:	Section:	DP/SP:

Development Details

What is the property used for at present?

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Description of the Planning Proposal (please provide a clear description of exactly what development standards, clauses or maps are proposed to be amended or added in the Local Environmental Plan)

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Supporting Documentation

Please provide the following documents with your completed application form:

Required:

- A **Scoping Planning Proposal Statement** that clearly outlines:
 - A **high-level description of the proposed LEP changes**, identifying the intended amendments to zoning, development standards, clauses and/or maps
 - The specific issues the proponent seeks to discuss or clarify at the scoping stage
 - Any **known constraints, risks or policy matters** requiring early consideration
 - A **Strategic Merit Statement** demonstrating preliminary alignment with the relevant strategic planning framework, including applicable regional plans, the Local Strategic Planning Statement and any relevant Council strategies.
 - A **Site-Specific Merit Statement** identifying key environmental, servicing and land use considerations relevant to the site, including high-level consideration of applicable Local Planning Directions and relevant State Environmental Planning Policies.
 - **Indicative LEP mapping changes**, where relevant
 - **Indicative Concept Plans or Diagrams**, where relevant, to illustrate the intent of the proposal. For example, a subdivision plan if the planning proposal seeks to reduce the minimum lot size of the LEP applicable to the site, or a change in the land use zone to facilitate increased dwelling yields on the land.

Recommended:

Where site characteristics indicate potential constraints, the scoping proposal may include preliminary or desktop technical studies. This is to be undertaken in a manner consistent with **Attachment C – Supporting Technical Information** of State Government's *Local Environmental Plan Making Guideline*.

This may include high-level identification of the potential need for studies relating to:

- Flood Impact and Risk Assessment
- Bushfire constraints
- Biodiversity and ecological values
- Servicing and infrastructure capacity and delivery strategy
- Water cycle and stormwater management
- Traffic, transport and access
- Non-Aboriginal and Aboriginal cultural heritage
- Social impact assessment
- Contamination and acid sulphate soils
- Agricultural land capability and land use conflict risk assessments
- Infrastructure delivery and funding mechanism
- Geotechnical considerations
- Economic and retail analysis

Note on Supporting Studies

The provision of preliminary studies may assist in demonstrating strategic and site-specific merit early in the process.

Early identification of constraints, risks and opportunities enables Council and relevant State agencies to provide clearer advice, identify matters requiring further investigation, and establish appropriate planning proposal requirements. This approach can improve alignment with state and local planning



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policy, Local Planning Directions and the LEP making process as the proposal progresses.

Payment Methods

Payment can be made by either of the following methods:

1. Payment can be made at the Cashier Counter at Dungog Shire's Administrative Building (198 Dowling Street, Dungog) by the following methods:- Cash, EFTPOS, Cheque or Money Order (Made payable to Dungog Shire Council)
2. Bank Transfer- please contact (02) 4995 7777 or email shirecouncil@dungog.nsw.gov.au to obtain bank details.
3. Credit Card (Mastercard or Visa) in person at Dungog Shire's Administration Building or via the phone on (02) 4995 7777.