



What is a Planning Proposal and why do I need one?

The City of Ryde's current statutory planning instrument is the *Ryde Local Environmental Plan 2014 (RLEP)*. Proposing to rezone land or change development standards and controls (e.g. amending the building height and floor space ratio controls, listing or delisting heritage items, etc.) involves a formal planning process to prepare or amend the RLEP.

The Planning Proposal should explain the intended effect of the proposed amendment(s) and set out the justification for making the plan. It must have sufficient detail to respond to the statutory requirements of the Environmental Planning and Assessment Act 1979 (EP&A Act) and the relevant information required indicated in the *Guide to preparing a Planning Proposals and Guide to Preparing Local Environmental Plans*. A Planning Proposal must be clear, concise, technically competent, and must include an accurate assessment of the potential impacts of the proposal.

What is the first step in preparing a Planning Proposal?

The first step in the process is to contact Council to discuss any potential planning proposal. You will then be advised to request for a Planning Proposal pre-lodgement meeting online at www.ryde.nsw.gov.au/bdas or by contacting the Customer Service Centre on 9952 8222.

A qualified town planner should also be engaged at the beginning of the planning proposal process to ensure that the statutory guidelines are adequately addressed and that sufficient information is provided. This will also ensure a timely and efficient assessment of the proposal.

What information should be included in a Planning Proposal?

A planning proposal must demonstrate the strategic merit of the proposed amendments. The level of detail required depends on the complexity of the proposed amendment(s) and must contain adequate information to demonstrate that relevant environmental, social, economic, and other site specific matters have been identified. A draft site-specific development control plan (DCP) may also be required for certain planning proposals that involve significant changes to the planning controls. This will be highlighted in the Planning Proposal pre-lodgement meeting.

Section 55 of the EP&A Act and the *Guide to Preparing Planning Proposals* outline the following minimum components that must be included in a planning proposal:

Part 1 – A statement of the objectives and intended outcomes

The 'objectives and outcomes' of the proposal should be clear and concise. The statement should be easily understood by the general community to convey the intended effect of the planning proposal and provide the basis for the drafting of the legal instrument (the LEP).

Part 2 – An explanation of the provisions that are to be included in the proposed instrument

This section describes how the objectives or intended outcomes are to be achieved through the proposed amendments to the LEP. For example, if the height control is proposed to be amended, the planning proposal must include the suggested wording changes to the relevant LEP clauses accompanied by an explanation of the amendments.

City Of Ryde

Customer Service Centre
1 Pope Street RYDE (within Top Ryde Shopping Centre)

Phone **9952 8222**
Fax **9952 8070**

Website
www.ryde.nsw.gov.au

Office Hours:
9:00am to 5:00pm Monday to Friday



Part 3 – Justification and process for implementation for the objectives, outcomes, and proposed amendments

A planning proposal must identify any environmental, social, and economic impacts associated with the proposed amendments both on the site and its locality. In the early stages of preparing a planning proposal, the issues that will require further detailed investigation later in the plan making process need to be identified along with the approach to address them.

The level of justification for each planning proposal must be proportionate to the impact the planning proposal will have and should be sufficient to allow the relevant planning authority (RPA) to establish a position and a Gateway Determination to be made with the confidence that the plan making process will be completed within a reasonable timeframe.

For example, planning proposals requesting to increase building height and FSR controls must include an Urban Design Analysis (including block/massing and shadow diagrams) to justify the increase and explain why the current height and FSR controls are inappropriate.

All planning proposals should also indicate any anticipated community benefits resulting from the proposed LEP amendments.

Please refer to Part 2.3(a) of the *Guide to Preparing Planning Proposals* for an outline of questions that need to be considered when demonstrating the justification for a planning proposal.

Part 4 – Relevant maps to identify the intent of the planning proposal and the area to which it applies

The planning proposal package must include the proposed amendment(s) to relevant LEP maps (e.g. Land Use Zoning, Height of Buildings, FSR, etc.), prepared in accordance with the presentation requirements of the *'Standard technical requirements for preparing LEP maps'*. The maps must also clearly identify the land that is affected and contain sufficient information to convey the effect of the proposed LEP amendment(s).

Part 5 – Details of the community consultation to be undertaken

All planning proposals must outline the community consultation to be undertaken, which includes an indication of any proposed community consultation strategy in accordance with the *Guide to Preparing Local Environmental Plans*.

The EP&A Act sets out the community consultation requirements for planning proposals. Consultation typically involves public exhibition (between 14 to 28 days or as determined by the RPA) and consultation with relevant agencies. The Gateway Determination will confirm the public consultation that must be undertaken having regard to the details set out in the planning proposal.

Please refer to the [Planning Proposal Application Form](#) and [Requirements Checklist](#) on Page 5 of this document for other supporting documentation that should be included in the planning proposal package.



Planning Proposal Application



INFORMATION SHEET

Key reference documents

Below are some key documents with relevant information:



Development Controls

www.ryde.nsw.gov.au/planningcontrols



Fees and Charges

www.ryde.nsw.gov.au/feescharges



Guide to Preparing Planning Proposals and Guide to Preparing Local Environmental Plans

<http://www.planning.nsw.gov.au/Plans-for-Your-Area/Local-Environmental-Plans/The-Gateway-Process>



Planning Proposal Application Form

www.ryde.nsw.gov.au/_Documents/Forms/PP+Form.pdf

Meetings

A Planning Proposal pre-lodgement meeting, which typically runs for 30 minutes, must be conducted prior to lodging a planning proposal. You can make an appointment for a Planning Proposal pre-lodgement meeting online at www.ryde.nsw.gov.au/bdas or by contacting the Customer Service Centre by phone on 9952 8222.

The meeting will be confirmed upon receipt of a written request accompanied by a broad description of the intent of the potential planning proposal and other relevant preliminary information. The meeting will allow you to obtain preliminary advice and discuss the intent of the potential planning proposal with Council officers from the Urban Planning Team. A response will be provided after approximately 14 days of the meeting with an indication of whether the proposal is likely or unlikely to be supported and other relevant information about the planning proposal process to help you decide on how to move forward with the proposal.

A formal Planning Proposal pre-lodgement meeting may also be required should it be

determined that consultation with other relevant Council staff or section(s) is necessary for more complex planning proposals. Refer to Council's Fees and Charges Schedule for the current financial year for applicable fees.

How to lodge a Planning Proposal?

Make an appointment to submit the planning proposal package at www.ryde.nsw.gov.au/bdas or by calling the Customer Service Centre on 9952 8222.

Planning Proposals that do not include all the relevant information and/or are not consistent with the format and technical standard as per the *Guide to Preparing Planning Proposals* and *Guide to Preparing Local Environmental Plans* may be rejected at the time of lodgement.

What happens after I lodge my proposal?

Upon submitting the planning proposal package, Council staff from the Urban Planning Team will conduct a preliminary assessment of the proposal to ensure that the level and standard of information provided is sufficient to enable Council to consider the merits of the proposal and establish its position in a timely manner.

If there are any noticeable problems or essential information missing from the application, the proponent will be notified in writing within approximately 14 days. Once all the required information has been provided, an acknowledgement letter will be sent indicating the formal commencement of the assessment process.

Please refer to Page 6 for the key steps in the Planning Proposal process.



How long will it take for a Planning Proposal to be approved?

Determining a planning proposal and if supported making a subsequent LEP involves a thorough assessment process. The timeframe varies depending on the nature and complexity of the proposed amendments and the proposal's consistency with the state and local strategic planning framework. As an indicative guide, proposals that are minor in nature have a median timeframe of 6 to 9 months while more complex proposals tend to have longer timeframes of up to 12 months or in some cases longer.

Decision reviews

The two mechanisms relating to the gateway process to review decisions both by the Department of Planning and Environment and Council are:

1. Pre-Gateway Reviews

May be requested by the proponent if Council has not supported or made a decision on a planning proposal 90 days after the commencement of the assessment process. These reviews are informed by advice from joint regional planning panels or the Planning Assessment Commission.

2. Gateway Reviews

May be requested by council or proponent following Gateway Determination by the Department prior to commencing community consultation. These reviews are informed by advice from the Planning Assessment Commission.



Planning Proposal Application



INFORMATION SHEET

Planning Proposal Requirements Checklist

Please ensure that you provide three (3) paper copies and one (1) electronic copy of all plans and documentation that is relevant to your application.

Information to be submitted	Requirement
1. Completed Application Form	All planning proposals
2. Application Fee – additional fees apply if a DCP amendment is required (refer to Council's Fees and Charges for current financial year)	All planning proposals
3. Owner's Consent (all owners)	Requested for all planning proposals
4. Description of subject land/property and locality	All planning proposals
5. Council correspondence in response to the Planning Proposal pre-lodgement meeting	All planning proposals
6. A Planning Proposal Report which includes and addresses the mandatory components indicated in the <i>Guide to Preparing Planning Proposals</i> and <i>Guide to Preparing Local Environmental Plans</i>:	
a. Objectives and intended outcomes of the planning proposal	All planning proposals
b. An explanation of the provisions that are to be included in the Ryde Local Environmental Plan (LEP) 2014	All planning proposals
c. Justification and process for implementation for proposed amendments and outcomes (including compliance assessment against relevant Section 117 Ministerial Directions; justification that the proposal is the best means of achieving the desired outcomes; consideration of alternative options; and consideration of relevant state, regional, and local planning strategies)	All planning proposals
d. Draft amended LEP mapping of current and proposed statutory changes	All planning proposals
e. Proposed community consultation (including consultation with any relevant government agencies)	All planning proposals
f. Site Plan drawn to scale (with North point clearly shown) indicating physical features such as trees, topography, existing buildings, and all adjoining properties/ buildings	All planning proposals
g. Detailed analysis of the site and surrounding locality identifying any relevant significant issues that need to be addressed (e.g. site constraints and development barriers)	All planning proposals
h. Photos/photomontage of the site and surrounding area	All planning proposals
i. Relevant plans and concept drawings demonstrating the proposed amendments	All planning proposals
j. Explanation of any intended activities for the site if the planning proposal is successful and their potential impacts on the surrounding area (e.g. traffic and parking, noise, solar access, privacy, etc.)	All planning proposals
k. Details of substantial public benefit that would result from the planning proposal (e.g. public domain improvements, provision of public open space, community facilities, affordable housing, etc.)	All planning proposals
l. Draft site-specific development control plan	As determined
7. Relevant Environmental Impact Studies, which may include the following (depending on complexity of planning proposal and nature of issues):	
a. Urban Design Analysis (including building mass/shadow diagrams)	Zoning, Height, FSR Amendments
b. Development Yield Analysis (potential residential yield and employment generation)	Zoning, Height, FSR Amendments
c. Transport and Accessibility Study (including parking, pedestrian, and traffic)	Zoning, Height, FSR Amendments
d. Commercial/Retail Viability Analysis/ Economic Impact Report	As determined
e. Flood Study	If relevant
f. Site Contamination (in accordance with SEPP 55)	Changes to land use
g. Bushfire Hazard	If relevant
h. Water Quality	If relevant
i. Acid Sulphate Soil	If relevant
j. Heritage Impact	If relevant
k. Acoustic Report	As determined
l. Other relevant miscellaneous studies (as determined by the RPA)	As determined



Planning Proposal Application



INFORMATION SHEET

Typical Planning Proposal Process

