



This checklist should be used when requesting Council to prepare a planning proposal.

The following checklist will help you prepare and lodge a complete request. Please confirm that your application contains all the information listed within the table below by placing a CROSS  in the appropriate Yes/No column titled 'Applicant'.

Even though this request may be accepted for lodgment, this does not infer that Council will be in a position to act upon the request immediately, nor that Council will agree to prepare a planning proposal as requested. Council reserves the right to request further information, if necessary, upon formal assessment of the proposal.

Applicants are advised to ensure that documentation is in accordance with Council's document "Guidelines – Local Environmental Plan Making"

**Incomplete applications will be returned to the proponent. No work will commence until all appropriate fees have been paid.**

Item	Copies	Applicant		Office Use
		Y	N	
Details of any pre-request meeting	-	<input type="checkbox"/>	<input type="checkbox"/>	
Director's (or Coordinator PRU) approval for lodgement been obtained	-	<input type="checkbox"/>	<input type="checkbox"/>	
Aboriginal Due Diligence Assessment been completed in consultation with the Local Aboriginal Advisory Committee (AAC) and included with the PP request		<input type="checkbox"/>	<input type="checkbox"/>	
Editable Electronic Copy (Word and/or editable PDF) of Planning Proposal request and all attachments	1	<input type="checkbox"/>	<input type="checkbox"/>	
Hard copies of Planning Proposal request and all attachments	2			
Have fees been paid (appropriate fees MUST be paid with this request)	-	<input type="checkbox"/>	<input type="checkbox"/>	
Landowners Consent on Planning Proposal request form signed or letter provided				
Property details correct (including Lot, DP, SP or NPP)	-	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Strategic context been addressed in the Planning Proposal		<input type="checkbox"/>	<input type="checkbox"/>	
Does the request comply with the DP&I guide to preparing Local Environmental Plans and Council's 'Guidelines - Local Environmental Plan Making'		<input type="checkbox"/>	<input type="checkbox"/>	

Council Officer Declaration		Y	N
I verify the above information has been provided and recommended acceptance of the request		<input type="checkbox"/>	<input type="checkbox"/>
Officer Name	<input type="text"/>	Date	<input type="text"/>
Proposal Name	<input type="text"/>		
Brief Description of Proposal	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		