

Checklist

Strategic and Statutory Planning

High Priority (Essential)

Collate information on the current planning documents

- Local planning strategies and structure plans
- Local Environmental Plans Other Precinct Plans, MasterPlans, Local Studies and Urban Revitalization Studies /Detailed Design Guidelines
- Urban Activation Precincts and other revitalisation studies including town and village studies
- Number and content of local planning policies- including Development Control Plans
- Heritage studies
- Developer Contribution Plans

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- Review the progress of local planning scheme amendments, draft strategic plans and planning studies (i.e. local housing strategies and tourism strategies).

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- Outline current processes for lodging and assessing planning proposals, development applications, section 94 applications and complying development applications , including application forms, electronic lodgement processes and submission of amended plans.

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- Outline the current processes for pre-assessment, allocation of application to officer, assessment, internal and external referrals and seeking further information from the applicant.

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- Review the current delegation arrangements to council on planning applications. Outline the existing process for reporting to Council on applications determined under delegation.

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- Review the standard conditions of consent for development applications

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- Outline the data recording/collation of statistics processes.

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- Outline the current process for complaints

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- Check the fee and charges under the Environmental Planning and Assessment Regulations are up to date and align

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- Review documentation for all internal and external planning process, i.e. assessment templates, planning approvals, letter pro forma, Council reports, community consultation letters and advertising formats.

Can follow later

Collate information on the emerging planning processes and changes such as:

- The District Planning process under the Greater Sydney Commission where applicable and implications on local plans and codes;
 - Regional Plans where applicable
 - Other Planning reforms
 - Alignment of local plans and policies
 - Evaluate and prioritize what plans need to be updated.
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- Gap Analysis – identify plans, strategies, policies, processes that are needed but not yet developed.

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- All Development application processes - Evaluate the number and type of development applications lodged in the last 12 months and review practice .

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- Review assessment times frames - Evaluate the current processing timelines for planning applications, including community consultation timelines/processes.

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- Outline council's committee processes such as Independent Hearing and Assessment Panels , internal departmental assessment units, Design Advisory Committees, and other relevant sub committees of Council, including external referral processes of DAs to state agencies applications.

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- Outline the current process for site inspections for DAs and enforcement issues around illegal development.

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- Outline the current practices for managing and responding to planning and property enquires.
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