

{FUTURE} PUBLIC EXHIBITION DATES

{Start} to {Finish}

Planning Proposal under section 55 of the EP&A Act

**Port Macquarie-Hastings LEP 2011
(Amendment No 26)**

Advertising on bus shelters



**PORT MACQUARIE
HASTINGS**

Planning Proposal under section 55 of the EP&A Act

Port Macquarie Harbour
Management No 261

Not available in this version

Planning Proposal status (for this copy)

Stage	Version Date (blank until achieved)
Draft	20.03.2013
Reported to Council (section 55)	17.04.2013
Adopted by Council & referred to Dept of Planning (sec 56 (1))	17.04.2013
Gateway Panel determination (sec 56 (2))	
Revisions required: Yes / No . Completed	
Public Exhibition (where applicable) (sec 57)	
For Council review (sec 58 (1))	
Adopted by Council for final submission to Dept of Planning (sec 58 (2))	

Council reference: PP2013.6.1

Port Macquarie-Hastings LEP 2011 (Amendment No 26)

Department of Planning & TBA

Infrastructure reference:

Council Address

Port Macquarie-Hastings Council
PO Box 84
PORT MACQUARIE NSW 2444

Contact Officer

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Strategic Projects Officer
Email leanne.fuller@pmhc.nsw.gov.au
Phone 6581 8674

Adoption of the Planning Proposal

1. For initial Gateway determination

This Planning Proposal was endorsed on 19 April 2013 by *Port Macquarie-Hastings Council*, or the *undersigned Council delegate* {delete one}:

Signed Sandra Bush

Name Sandra Bush

Position Acting Group Manager Strategic Planning

2. For section 58 finalisation

This Planning Proposal was endorsed on by *Port Macquarie-Hastings Council*, or the *undersigned Council delegate* {delete one}:

Signed _____

Name _____

Position _____

Exhibition information {To be completed prior to Exhibition}

Content

Proposed amendments to Local Environmental Plans are exhibited in a descriptive form within a "Planning Proposal".

Details of the amendments contained in this **Planning Proposal PP2013.0006** are contained in the Planning Proposal. They cover:

- Proposed amendments to Schedule 2 of Port Macquarie Hastings Local Environmental Plan 2011 (PMH LEP 2011) text to allow advertising signage on bus shelters as 'Exempt Development'.

The specifics of how Port Schedule 2 would be amended are described in the Planning Proposal and it contains statements of the intent of the proposed changes to the LEP text, but not the specific wording. No change to the LEP Map Series is proposed.

The "Gateway Determination" from the NSW Department of Planning and Infrastructure, relating to this Planning Proposal, is included as **Appendix A**.

Exhibition

The exhibition period is from {date} to {date}, with the Planning Proposal available for inspection by any person at Council's offices at Port Macquarie, Laurieton and Wauchope.

Submissions

Any person may make a written submission to Council up until the end of the exhibition period.

The submission should quote Council's reference - PP2013.6.1, and be emailed to

council@pmhc.nsw.gov.au

or posted to

The General Manager,
Port Macquarie-Hastings Council,
PO Box 84,
PORT MACQUARIE NSW 2444.

Note that any submission may be made public.

Section 147 (5) of the *Environmental Planning and Assessment Act 1979* states in part:

"A person who makes a relevant public submission to a council in relation to a relevant planning application made to the council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submission or any associate of that person within the period commencing 2 years before the submission is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council,
- (b) all gifts made to any local councillor or employee of that council."

If further information or forms are required, ask Council's Customer Service staff.

Further information

Please contact {name} on phone 6581 {ext #}.

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Planning Proposal

This is a Planning Proposal prepared under section 55 of the *Environmental Planning and Assessment Act 1979*, in relation to a proposed amendment to *Port Macquarie-Hastings Local Environmental Plan 2011*. It will be assessed by Port Macquarie-Hastings Council, the NSW Department of Planning and Infrastructure, and (depending on the Gateway determination) used for public participation on the proposed LEP amendment.

Port Macquarie Hastings Council is the relevant Planning Authority pursuant to section 54 of the EP&A Act, 1979.

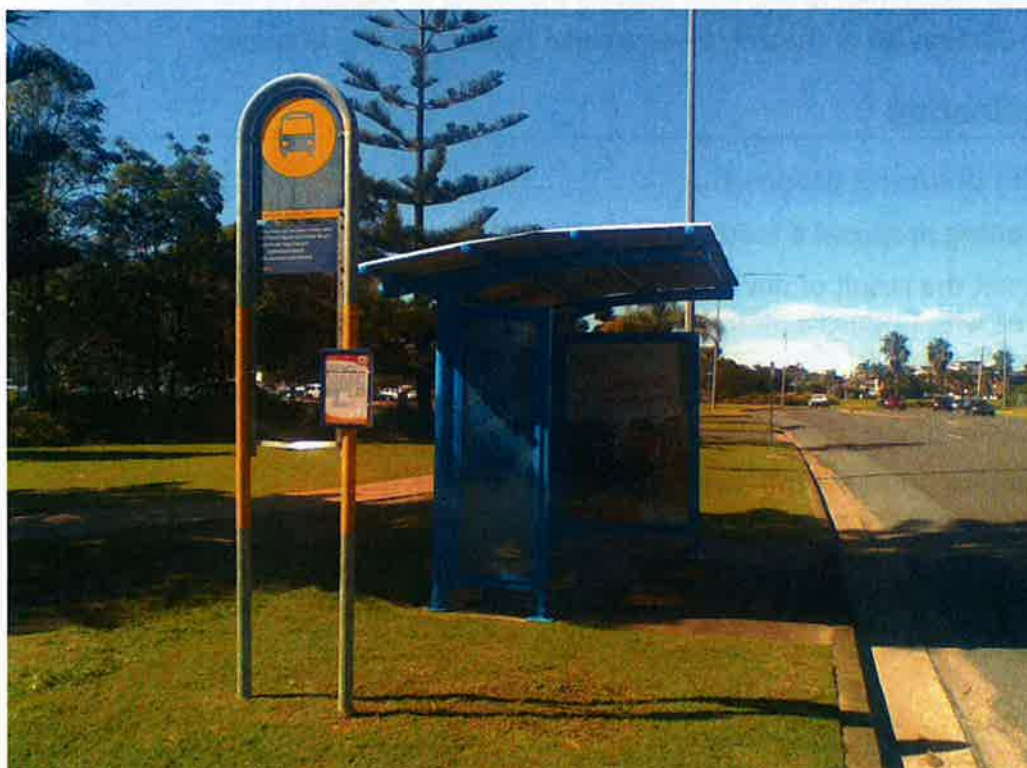
Council is seeking Authorisation to make the plan and, in accordance with the advice from the Department of Planning and Infrastructure in relation to delegations, it is proposed that the delegation be exercised by the General Manager. Council has also resolved

Background

Proposal	The proposal is to prepare a planning proposal to amend <i>Schedule 2 Exempt Development</i> of Port Macquarie-Hastings Local Environmental Plan 2011, to permit signage on bus shelters.
Property Details	The Planning Proposal is not site-specific.
Applicant Details	Port Macquarie-Hastings Council
Land owner	There are no landowners
Brief history	All proposed development falls within one of three categories; development that is permitted without consent, development that is permitted with consent or development that is prohibited. Exempt development may be carried out without the need for development consent under the <i>Environmental Planning & Assessment (EP&A) Act, 1979</i>. <i>State Environmental Planning Policy (Infrastructure) 2007</i> provides for construction, maintenance or repair of bus shelters for or on behalf of Council (but not including any commercial advertising on them) as 'exempt development', and the EP&A Act allows shelter construction to be carried out without the need to obtain prior development consent. It is noted that while construction of bus shelters is 'Exempt' from the need to obtain development approval under the EP&A Act, approval pursuant to section 138 of the Roads Act, 1993, is required The purpose of the planning proposal is to address the exclusion of commercial advertising on bus shelters. <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i> specifies 'exempt development' under that policy. The policy has state wide application.

Schedule 2 of Port Macquarie-Hastings LEP 2011 contains a list of additional 'Exempt Development', not specified in the state wide policy, which does not require development approval. Certain small scale *signage, advertising structures and displays* are included in Schedule 2 as 'Exempt development', including *business identification signs, building identification signs, real estate signs and temporary signs*. In all cases, signage must relate to the premises or place on which it is situated.

Photos: Examples of Local Bus Shelters



Part 1 - Objectives or Intended Outcomes

It is intended to amend Port Macquarie-Hastings Local Environmental Plan 2011 in relation to 'Exempt Development' to specify that development for the purpose of advertising on bus shelters on Council road reserves, may be undertaken without the need to obtain development consent under the *Environmental Planning and Assessment Act, 1979*.

Part 2 - Explanation of Provisions

Schedule 2 of Port Macquarie-Hastings Port Macquarie-Hastings Local Environmental Plan 2011 contains a list of additional 'Exempt Development' not specified in the state wide policy, which does not require development approval. Certain small scale or low impact signage, advertising structures and displays are included in Schedule 2 as 'Exempt Development', including business identification signs, building identification signs, real estate signs and temporary signs. In all cases signage must relate to the premises or place on which it is situated.

To facilitate signage on bus shelters, it is proposed to amend Schedule 2 to exclude signage on bus shelters from the necessity to be related to the land on which the shelter is situated and include additional criteria to ensure road safety requirements are addressed and there is not a proliferation of advertising on the shelter structure. A marked up version of Schedule 2, showing the proposed amendments (bold, italic and underlined), is included as Appendix B.

Port Macquarie-Hastings Council is the relevant Planning Authority pursuant to section 54 of the EP&A Act, 1979.

Council is seeking Written Authorisation to make the plan and, in accordance with the advice from the Department of Planning and Infrastructure in relation to delegations, it is proposed that the delegation of the plan making functions in respect of the Planning Proposal under Section 59 of the Act, be exercised by the General Manager.

Part 3 – Justification

A - Need for the planning proposal.

1. Is the planning proposal a result of any strategic study or report?

The proposal is not the result of any strategic study or report. Instead, it has arisen as a result of enquires with Council's planning staff in relation to construction or erection of bus shelters and associated signage in Wauchope, similar to that which has been erected in the past in Port Macquarie. A resolution of Council has endorsed preparation of a planning proposal to amend Schedule 2 in the manner described above.

2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

There is no other statutory mechanism to give effect to the intended changes to the LEP. The amendment is considered reasonable to ensure an appropriate statutory exemption for signage on bus shelters.

B - Relationship to strategic planning framework.

3. Is the planning proposal consistent with the objectives and actions of the Mid North Coast Regional Strategy 2006-31?

The planning proposal is generally consistent with the objectives and actions contained within the Mid North Coast Regional Strategy 2006-31.

The Planning proposal relates to proposed development within Council road reserves. As a result, land identified in the Mid North Coast Farmland Mapping Project will not be impacted by the proposal.

4. Is the planning proposal consistent with Council's Community Strategic Plan and Urban Growth Management Strategy 2010 – 2031?

There are no envisaged inconsistencies with Council's Strategic Plan or the Urban Growth Management Strategy 2010-2013.

5. Is the planning proposal consistent with applicable State Environmental Planning Policies?

SEPP 64 Advertising and Signage

State Environmental Planning Policy No 64 - Advertising and Signage regulates signage. The SEPP applies to all signage that can be displayed with or without development consent and is visible from any public place or public reserve. Under the SEPP, advertising is prohibited in a range of land use zones, including residential, environmental and conservation, waterways, scenic protection and national park.

Council has previously permitted bus shelters to be constructed and utilised for certain small scale advertising across a range of land use zones. The purpose of the Planning proposal is to address the zone related prohibition for display of bus shelter signage imposed under SEPP 64 by including criteria for exempt signage on bus shelters in Schedule 2 of the Port Macquarie-Hastings LEP 2011.

SEPP (Infrastructure) 2007 and *SEPP (Exempt and Complying Development)* are relevant.

State Environmental Planning Policy (Infrastructure) 2007 provides for construction, maintenance or repair of bus shelters for or on behalf of Council (but not including any commercial advertising on them) as 'exempt development', and the Act allows shelter construction to be carried out without the need to obtain prior development consent. It is noted that while construction of bus shelters is 'Exempt' from the need to obtain development approval under the *Environmental planning and Assessment Act, 1979* approval pursuant to section 138 of the *Roads Act, 1993*, is required

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 specifies 'exempt development' under that policy. The policy has state wide application.

The purpose of the planning proposal is to address the exclusion of commercial advertising on bus shelters.

6. Is the planning proposal consistent with applicable Ministerial Directions (s.117 directions)?

There is no relevant section 117 Direction in relation to signage and advertising.

C - Environmental, social and economic impact.

- 7. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?**

No.

- 8. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?**

A criterion to limit proliferation of advertising is proposed and it is generally the case that bus shelters comprise small scale, low impact development, largely confined to within road reserves. The proposal will not result in a significant adverse impact on the environment.

- 9. How has the planning proposal adequately addressed any social and economic effects?**

There will be no adverse social or economic effects..

D - State and Commonwealth interests.

- 10. Is there adequate public infrastructure for the planning proposal?**

The planning proposal will not result in any demand for additional public infrastructure.

- 11. What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?**

There has been consultation between Council's Strategic planning staff and staff of the Regional Office of the Department of Planning and Infrastructure in Grafton in relation to the preparation of a planning proposal to affect the necessary changes to the LEP.

External consultation with government agencies is not considered necessary.

Part 4 – Mapping

A - Affected land

A Site Identification Map is not considered necessary. The proposal involves a minor amendment to the LEP text to facilitate advertising on bus shelters. No other changes to the LEP are intended.

B - Comparison of before and after

Not relevant for this proposal.

C - Draft LEP maps

The Planning Proposal is not site-specific. No changes to the Port Macquarie-Hastings LEP Map series are required.

Part 5 – Community Consultation

Council proposes that the amendment is categorised as a low impact proposal, as it:

- is of a minor nature,
- is consistent with the strategic planning framework,

- presents no issues with regard to infrastructure servicing,
- is not a principal LEP, and
- does not reclassify public land.

On this basis a 14 day public exhibition period is appropriate.

Consultation in accordance with the Council's Public Consultation Policy is proposed for the site. The proposed consultation strategy in conjunction with the public exhibition for this proposal will be:

- Notification in a locally circulating newspaper.
- Notification on Council's website.
- Static displays of the Planning Proposal in Council's Offices in Port Macquarie, Laurieton and Wauchope.

Part 6 – Project Timeline

This project timeline is based on anticipated dates and timeframes, though there can be unexpected delays. It is assumed that Council does have delegation to carry out certain plan-making functions. Delegation would be exercised by Council's General Manager or the Director of Development and Environmental Services.

Anticipated dates	2013						2014											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Commencement (date of Gateway determination)					X													
Timeframe for the completion of required technical information					X													
Timeframe for government agency consultation (pre and post exhibition as required by Gateway determination)					X	X												
Commencement and completion dates for public exhibition period						X												
Dates for public hearing (if required)																		
Timeframe for consideration of submissions							X											
Timeframe for the consideration of a proposal post exhibition							X											

Planning Proposal under sec 55 of the EP&A Act
Signage on Bus Shelters

	2013													2014											
Anticipated dates	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
Date of submission to the department to finalise the LEP								X																	
Date Council will make the plan (if delegated)								X	X																
Date Council will forward to the department for notification.									X																

Appendix A – Gateway Determination

A copy of the Gateway Determination for this Planning Proposal will be included in this Appendix after it is issued.

The Determination will identify processing requirements, such as:

- community consultation, or
- possible changes to this proposal.

At the time of preparation of this version of the planning proposal there has been no Gateway Determination.

Appendix B – Proposed amendments to Schedule 2

Signage, advertising structures and displays

- (1) Must relate to the premises on which it is situated, unless the signage, advertising structure or display is associated with bus shelters on a road.
- (2) Must not cover mechanical ventilation inlet or outlet vents.
- (3) Must relate to a lawful use of, and carried out on, the land, unless the signage, advertising structure or display is associated with bus shelters on a road.
- (3A) Must not be carried out on land that is shown as “Visually Sensitive Land” on the Visually Sensitive Land Map.
- (4) If it has red, amber, green or blue lighting, must not be erected within 50m of traffic control signals.
- (5) If affixed to a wall or advertising structure, must be securely fixed by rigid non-corroding metal supports.
- (6) Business identification signs in residential and environmental protection zones must comply with the following:
 - (a) maximum size in a residential zone—1m²,
 - (b) maximum size in an environmental protection zone—1.5m²,
 - (c) must not be illuminated,
 - (d) must not be more than 1 sign displayed at the premises,
 - (e) must not protrude beyond the property boundaries,
 - (f) must not be erected or affixed on land containing a heritage item.
- (7) Business identification signs in business zones must comply with and only display 1 of the following per premises:
 - (a) under awning sign:
 - (i) maximum size—1.5m², and
 - (ii) maximum length—2.5m, and
 - (iii) if over a public road, must be suspended not less than 2.6m above the road and not less than 0.6m from the vertical projection of the kerb or roadway line,
 - (b) projecting wall sign:
 - (i) maximum size—2.5m², and
 - (ii) maximum length—2.5m, and
 - (iii) if over a public road, must be suspended not less than 2.6m above the road and not less than 0.6m from the vertical projection of the kerb or roadway line,
 - (c) flush wall sign:
 - (i) maximum size—2.5m², and
 - (ii) must not extend above the top of the wall to which it is attached,
 - (d) top hamper sign:
 - (i) maximum size—2.5m², and

- (ii) must not extend below the lintel of the doorway or window over which the sign is attached, and
 - (iii) must not be fixed more than 3.7m above ground level (existing),
- (e) signs on building walls:
 - (i) must not occupy more than 50% of the area of the wall on which it appears, and
 - (ii) must not be more than 3m above ground level (existing).
- (8) Business identification signs in industrial zones—maximum size of 1m² per metre of street frontage, up to 10m².
- (9) Building identification signs must comply with the following:
 - (a) in residential and environmental protection zones:
 - (i) maximum size in residential zones—1m², and
 - (ii) maximum size in environmental protection zones—1.5m², and
 - (iii) maximum height—1.8m, and
 - (iv) must not be illuminated,
 - (b) maximum size in all other zones—1.5m²,
 - (c) must not be more than 1 sign displayed at the premises,
 - (d) must not protrude beyond the property boundaries.
- (10) Real estate signs must comply with the following:
 - (a) Maximum size in residential zones:
 - (i) for the sale of lots in a new subdivision comprising more than 50 lots—20m²,
 - (ii) for the sale of 50 lots or less in a new subdivision—10m²,
 - (iii) for the sale of multi dwelling housing or residential flat buildings comprising more than 10 dwellings—10m²,
 - (iv) for any other sign—3m²,
 - (b) maximum size in business and industrial zones—4m²,
 - (c) must not be more than 2 signs displayed at the premises for sale or lease,
 - (d) must not protrude beyond the property boundaries,
 - (e) must be removed within 7 days of the sale or lease of the property.
- (11) Temporary signs advertising an event and associated relevant details including sponsorship of the event must comply with the following:
 - (a) maximum size—3.5m²,
 - (b) must not protrude beyond the property boundaries,

(c) must not be displayed earlier than 28 days before the event and must be removed within 14 days of the conclusion of the event,

(d) any obtrusive effects of outdoor lighting on signs must be controlled in accordance with AS 4282—1997, *Control of the obstructive effects of outdoor lighting*.

(12) Signage on bus shelters must comply with the following:

(a) Must not restrict access to the shelter

(b) Must be contained within the frame of the departure side panel,

(c) Must not be more than 2 advertisements displayed on the shelter

(d) Must not reduce the safety for any public road or the safety for pedestrians or bicyclists.

Appendix C – Details of proposed Exhibition Information

Exhibition information *(this section will be inserted on the inside front cover of the planning proposal prior to Exhibition)*

Content

Proposed amendments to Local Environmental Plans are exhibited in a descriptive form within a “Planning Proposal”.

Details of the amendments contained in this **Planning Proposal PP2013.0006** are contained in the Planning Proposal. They cover:

- Proposed amendments to Schedule 2 of Port Macquarie Hastings Local Environmental Plan 2011 (PMH LEP 2011) text to allow advertising signage on bus shelters as ‘Exempt Development’.

The specifics of how Port Schedule 2 would be amended are described in the Planning Proposal and it contains statements of the intent of the proposed changes to the LEP text, including the specific wording. No change to the LEP Map Series is proposed.

The “Gateway Determination” from the NSW Department of Planning and Infrastructure, relating to this Planning Proposal, is included as **Appendix A**.

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Submissions

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The submission should quote Council’s reference - PP2013.6.1, and be emailed to

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or posted to

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“A person who makes a relevant public submission to a council in relation to a relevant planning application made to the council is required to disclose the following reportable political donations and gifts (if any) made by the person making the submission or any associate of that person within the period commencing 2 years before the submission is made and ending when the application is determined:

- (a) all reportable political donations made to any local councillor of that council,
- (b) all gifts made to any local councillor or employee of that council.”

Council’s Customer Service staff can provide further information and forms relating to Section 147 (5).

For further information relating to this Planning proposal please contact Leanne Fuller on phone 6581 8674 or email leanne.fuller@pmhc.nsw.gov.au.

Appendix D – Additional information

(Additional information as specified by the Gateway Determination will be inserted here prior to exhibition)

Evaluation Criteria for the Delegation of Plan Making Functions

CHECKLIST FOR THE REVIEW OF A REQUEST FOR DELEGATION OF PLAN MAKING FUNCTIONS TO COUNCIL	
Local Government Area:	Port Macquarie-Hastings Council
Name of draft LEP:	Port Macquarie-Hastings Local Environmental Plan 2011 (Amendment No 26)
Address of Land (if applicable):	NA, the Planning Proposal is not site-specific
Intent of draft LEP:	To amend Schedule 2 Exempt Development of Port Macquarie-Hastings Local Environmental Plan 2011, to permit advertising signage on bus shelters
Additional Supporting Points/Information:	
DP&I ref:	TBA
Council ref:	PP2013.0006.1

Evaluation criteria for the issuing of an Authorisation				
(Note: where the matter is identified as relevant and the requirement has not been met, council is attach information to explain why the matter has not been addressed)	Council response		Department assessment	
	Y/N	Not relevant	Agree	Not agree
Is the planning proposal consistent with the <i>Standard Instrument Order 2006</i> ?	Y		✓	
Does the planning proposal contain an adequate explanation of the intent, objectives, and intended outcome of the proposed amendment?	Y		✓	
Are appropriate maps included to identify the location of the site and the intent of the amendment?		✓	✓	
Does the planning proposal contain details related to proposed consultation?	Y		✓	
Is the planning proposal compatible with an endorsed regional or sub-regional planning strategy or a local strategy endorsed by the Director-General?	Y		✓	
Does the planning proposal adequately address any consistency with all relevant S117 Planning Directions?	Y			
Is the planning proposal consistent with all relevant State Environmental Planning Policies (SEPPs)?	Y			
Minor Mapping Error Amendments				
Does the planning proposal seek to address a minor mapping error and contain all appropriate maps that clearly identify the error and the manner in which the error will be addressed?		✓	✓	
Heritage LEPs				
Does the planning proposal seek to add or remove a local heritage item and is it supported by a strategy/study endorsed by the Heritage Office?		✓	✓	
Does the planning proposal include another form of endorsement or support from the Heritage Office if there is no supporting strategy/study?		✓	✓	

Evaluation Criteria for the Delegation of Plan Making Functions

Evaluation criteria for the issuing of an Authorisation				
(Note: where the matter is identified as relevant and the requirement has not been met, council is attach information to explain why the matter has not been addressed)	Council response		Department assessment	
	Y/N	Not relevant	Agree	Not agree
Does the planning proposal potentially impact on an item of State Heritage Significance and if so, have the views of the Heritage Office been obtained?		✓	✓	
Reclassifications				
Is there an associated spot rezoning with the reclassification?		✓	✓	
If yes to the above, is the rezoning consistent with an endorsed Plan of Management (POM) or strategy?		✓	✓	
Is the planning proposal proposed to rectify an anomaly in a classification?		✓	✓	
Will the planning proposal be consistent with an adopted POM or other strategy related to the site?		✓	✓	
Will the draft LEP discharge any interests in public land under section 30 of the <i>Local Government Act 1993</i> ?		✓	✓	
If so, has council identified all interests; whether any rights or interests will be extinguished; any trusts and covenants relevant to the site; and, included a copy of the title with the planning proposal?		✓	✓	
Has the council identified that it will exhibit the planning proposal in accordance with the department's Practice Note (PN 09-003) <i>Classification and reclassification of public land through a local environmental plan and Best Practice Guideline for LEPs and Council Land</i> ?		✓	✓	
Has council acknowledged in its planning proposal that a Public Hearing will be required and agreed to hold one as part of its documentation?		✓	✓	
Spot Rezonings				
Will the proposal result in a loss of development potential for the site (ie reduced FSR or building height) that is not supported by an endorsed strategy?		✓	✓	
Is the rezoning intended to address an anomaly that has been identified following the conversion of a principal LEP into a Standard Instrument LEP format?	Y		✓	
Will the planning proposal deal with a previously deferred matter in an existing LEP and if so, does it provide enough information to explain how the issue that lead to the deferral has been addressed?	N		✓	
If yes, does the planning proposal contain sufficient documented justification to enable the matter to proceed?		✓	✓	

Evaluation Criteria for the Delegation of Plan Making Functions

Evaluation criteria for the issuing of an Authorisation				
(Note: where the matter is identified as relevant and the requirement has not been met, council is attach information to explain why the matter has not been addressed)	Council response		Department assessment	
	Y/N	Not relevant	Agree	Not agree
Does the planning proposal create an exception to a mapped development standard?		✓	✓	
Section 73A matters				
Does the proposed instrument a. correct an obvious error in the principal instrument consisting of a misdescription, the inconsistent numbering of provisions, a wrong cross-reference, a spelling error, a grammatical mistake, the insertion of obviously missing words, the removal of obviously unnecessary words or a formatting error?; b. address matters in the principal instrument that are of a consequential, transitional, machinery or other minor nature?; or c. deal with matters that do not warrant compliance with the conditions precedent for the making of the instrument because they will not have any significant adverse impact on the environment or adjoining land? (NOTE - the Minister (or Delegate) will need to form an Opinion under section 73A(1)(c) of the Act in order for a matter in this category to proceed).		✓	✓	
NOTES - Where a council responds 'yes' or can demonstrate that the matter is 'not relevant', in most cases, the planning proposal will routinely be delegated to council to finalise as a matter of local planning significance. - Endorsed strategy means a regional strategy, sub-regional strategy, or any other local strategic planning document that is endorsed by the Director-General of the department.				
Assessment approved				
Assessment date				

**Attachment 5 – Delegated plan making reporting template****Reporting Template for Delegated LEP Amendments****Notes:**

- Planning proposal number will be provided by the department following receipt of the planning proposal
- The department will fill in the details of Tables 1 and 3
- RPA is to fill in details for Table 2
- If the planning proposal is exhibited more than once, the RPA should add additional rows to **Table 2** to include this information
- The RPA must notify the relevant contact officer in the regional office in writing of the dates as they occur to ensure the department's publicly accessible LEP Tracking System is kept up to date
- A copy of this completed report must be provided to the department with the RPA's request to have the LEP notified

Table 1 – To be completed by the department

Stage	Date/Details
Planning Proposal Number	PP-2013-PORTM-005-00
Date Sent to department under s56	24-04-2013
Date considered at LEP Review Panel	
Gateway determination date	

Table 2 – To be completed by the RPA

Stage	Date/Details	Notified Reg Off
Dates draft LEP exhibited		
Date of public hearing (if held)		
Date sent to PCO seeking Opinion		
Date Opinion received		
Date Council Resolved to Adopt LEP		
Date LEP made by GM (or other) under delegation		
Date sent to DP&I requesting notification		

Table 3 – To be completed by the department

Stage	Date/Details
Notification Date and details	

Additional Relevant Information:
