



Mr David Evans
General Manager
Maitland City Council
PO Box 220
Maitland NSW 2320

Our ref: PP_2017_MAITL_002_00 (17/03594)
Your ref: RZ16003 (1281465)

Att: Mr Rob Corken

Dear Mr Evans,

Planning Proposal to amend Maitland Local Environmental Plan 2011

I am writing in response to your Council's letter dated 16 February 2017 requesting a Gateway determination under section 56 of the *Environmental Planning and Assessment Act 1979* ("EP&A Act") in respect of the planning proposal to rectify cadastre and LEP development controls, correct incorrect or changed property descriptions, and correct labelling issues across a number of sites within the Maitland LGA.

As delegate of the Minister for Planning, I have now determined the planning proposal should proceed subject to the conditions in the attached Gateway determination. You will note that I have not supported the progression of Item 4 which seeks to rezone lots 4 and 6 DP 871099, Lochinvar from R1 General Residential to RE1 Public Recreation and to identify the site on the Land Reservation Acquisition map. This is because insufficient justification was provided. The site does not appear to be identified for public recreation in either the Lochinvar Structure Plan, Lochinvar Section 94 Plan or the Lochinvar Development Control Plan and so the basis for its acquisition is unclear. Once Council has resolved this issue, the matter may be reconsidered by the Gateway as part of a future planning proposal.

I have also agreed the planning proposal's inconsistencies with S117 Directions 1.2 Rural Zones, 1.5 Rural Lands and 2.3. Heritage Conservation are of minor significance. No further approval is required in relation to these Directions.

The Minister delegated plan making powers to councils in October 2012. It is noted that Council has requested to be issued with delegation for this planning proposal. I have considered the nature of Council's planning proposal and have decided to issue an authorisation for Council to exercise delegation to make this plan.

The amending Local Environmental Plan (LEP) is to be finalised within 6 months of the week following the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request to draft and finalise the LEP should be made directly to Parliamentary Counsel's Office 6 weeks prior to the projected publication date. A copy of the request should be forwarded to the Department for administrative purposes.

The State Government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to meet these

commitments, the Minister may take action under section 54(2)(d) of the EP&A Act if the time frames outlined in this determination are not met.

Attached for your assistance is a simplified guide to the plan making process and reporting requirements to ensure that the LEP Tracking System is kept updated.

Should you have any questions regarding this matter, I have arranged for Claire Brooks from the Hunter office to assist you. Ms Brooks can be contacted on (02) 4927 3177.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Monica Gibson". The signature is fluid and cursive, with a large initial "M" and "G".

6/4/2017

Monica Gibson
Director Regions, Hunter and Central Coast
Planning Services

Gateway Determination

Planning Proposal (Department Ref: PP_2017_MAITL_002_00): to address a number of administrative issues, errors, and other items that are considered minor.

I, the Director Regions, Hunter and Central Coast at the Department of Planning and Environment as delegate of the Minister for Planning, have determined under section 56(2) of the EP&A Act that an amendment to the Maitland Local Environmental Plan (LEP) 2011 to address a number of administrative issues, errors, and other items that are considered minor should proceed subject to the following conditions:

1. Prior to undertaking community consultation, Council is to update the planning proposal to:
 - (a) remove Item 4 (Council acquisition of land) from the planning proposal and reference to its consistency with S117 Direction 6.2 Reserving Land for Public Purposes;
 - (b) amend the Explanation of Provisions to detail the specific heritage items and changes proposed for Item 2 of the planning proposal;
 - (c) refer to S117 Direction 5.10 Implementation of Regional Plans and include Council's assessment of the proposal's consistency with this Direction. Reference to the proposal's consistency with S117 Direction 5.1 Implementation of Regional Strategies should be removed; and
 - (d) amend the Explanation of Provisions for Item 7 to note that both the St James Group and the St James Parish Hall heritage items listed in Schedule 5 of the MLEP 2011 will have their significance changed to State significance and include the correct property description details.
2. Community consultation is required under sections 56(2)(c) and 57 of the Environmental Planning and Assessment Act 1979 ("EP&A Act") as follows:
 - (a) the planning proposal is classified as low impact as described in *A Guide to preparing local environmental plans (Department of Planning & Environment 2016)* and must be made publicly available for a minimum of **14 days**; and
 - (b) the relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.5.2 of *A Guide to preparing local environmental plans (Department of Planning & Environment 2016)*.
3. No consultation is required with public authorities under section 56(2)(d) of the EP&A Act.
4. A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

5. The timeframe for completing the LEP is to be **6 months** from the week following the date of the Gateway determination.

Dated 6th day of April 2017.



6/4/2017

Monica Gibson

**Director Regions, Hunter and Central
Coast**

Planning Services

Department of Planning and Environment

Delegate of the Minister for Planning



WRITTEN AUTHORISATION TO EXERCISE DELEGATION

Maitland City Council is authorised to exercise the functions of the Minister for Planning under section 59 of the *Environmental Planning and Assessment Act 1979* that are delegated to it by instrument of delegation dated 14 October 2012, in relation to the following planning proposal:

Number	Name
PP_2017_MAITL_002_00	Planning proposal to address a number of administrative issues, errors, and other items that are considered minor

In exercising the Minister's functions under section 59, the Council must comply with the Department's "*A guideline for the preparation of local environmental plans*" and "*A guide to preparing planning proposals*".

Dated 6th April 2017

Monica Gibson
Director Regions, Hunter and Central Coast
Planning Services
Department of Planning and Environment

Delegated plan making reporting requirements

(Attachment 5 from “A guide to preparing local environmental plans)

Notes:

- The department will fill in the details of Table 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_2017_MAITL_002_00
Date Sent to Department under s56	16/02/17
Gateway determination date	6/4/2017

Table 2 – To be completed by the RPA

Stage	Date/Details
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 Department requesting notification (hunter@planning.nsw.gov.au)	
Brief Description of Purpose of planning proposal	

Table 3 – To be completed by the Department

Stage	Date/Details
Notification Date and details	

Additional relevant information:

PLAN MAKING PROCESS POST GATEWAY – FOR DELEGATED MATTERS

1. Post Exhibition Review

- Any unresolved s117 directions must be finalised before progressing with LEP
- If planning proposal is revised, council is to email a copy of the revised proposal to the regional planning team - hunter@planning.nsw.gov.au under Section 58(2) of the Act prior to requesting LEP to be made.
- If changes to planning proposal are substantial then may no longer be authorised by the Gateway determination and a Gateway amendment may be required before LEP is made. Councils are encouraged to contact regional planning team to seek advice before finalising the LEP under delegation.

2. Legal Drafting of the LEP

- Council's request to draft and finalise the plans should be made as soon as possible to ensure timeframes are met. Council should upload the maps and GIS data directly to the department's portal site (<https://data.planningportal.nsw.gov.au/help>).
- Once uploaded Council should email hunter@planning.nsw.gov.au and advise maps are available for checking. Any questions about uploading can be directed to gis@planning.nsw.gov.au.
- Unless otherwise negotiated the department will only undertake a technical review of any maps, to ensure they comply with LEP mapping technical guidelines.
- No maps or mapping/GIS data is to be sent directly to PCO.
- The request for legal drafting should be send to PCO at parliamentary.counsel@pco.nsw.gov.au including the planning proposal, a copy of the gateway determination and details of any change to the proposal arising from the gateway determination. The name and contact details of the council contact officer should also be supplied.
- A copy of the request to PCO should also be forwarded to the department for administrative purposes only – hunter@planning.nsw.gov.au

3. Making of the draft LEP s59

- Council's delegate resolves to finalise the LEP by signing the instrument (see example below).
- If council's delegate decides not to make plan or defer a matter, council should liaise with regional team for assistance.
- Council must also notify PCO if plan not proceeding

4. Notification of LEP

- Council advises and requests the department to make the plan, email request to hunter@planning.nsw.gov.au and the following documents to be provided for notification
 1. Signed LEP - which includes full name of LEP and PCO file reference
 2. Signed map cover sheet and associated maps,
 3. Name and position of the delegate who signed the LEP and date,
 4. Completed Attachment 5 - delegated plan making reporting template,
 5. Copy of council's assessment (s 59 report) which is usually the council report/minutes
 6. PC opinion
- Request to hunter@planning.nsw.gov.au by Tuesday of the week will enable notification by Friday.

Example of signature front page

<p><i>Fred. Smith.</i></p> <p>Fred Smith General Manager</p> <p>As delegate for the Minister for Planning 12/12/14</p>
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