

## Planning Services

### Gateway determination report

<b>LGA</b>	Wingecarribee Shire
<b>PPA</b>	Wingecarribee Shire Council
<b>NAME</b>	Permit seniors housing on combined site of 6 and 8 Wiseman Road, Bowral (76 homes, 60 jobs)
<b>NUMBER</b>	PP_2018_WINGE_009_00
<b>LEP TO BE AMENDED</b>	Wingecarribee Local Environmental Plan 2010
<b>ADDRESS</b>	6 and 8 Wiseman Road, Bowral
<b>DESCRIPTION</b>	Lot 4 DP 829578 and Lot 1000 DP 1117715
<b>RECEIVED</b>	5 December 2018
<b>FILE NO.</b>	IRF18/6872
<b>POLITICAL DONATIONS</b>	There are no donations or gifts to disclose and a political donation disclosure is not required.
<b>LOBBYIST CODE OF CONDUCT</b>	There have been no meetings or communications with registered lobbyists with respect to this proposal.

## INTRODUCTION

### Description of planning proposal

The planning proposal seeks to amend the Wingecarribee Local Environmental Plan 2010 (WLEP 2010) to enable an additional permitted use of seniors housing on the combined site area of 6 Wiseman Road, Bowral (Lot 4 DP 829578) and 8 Wiseman Road, Bowral (Lot 1000 DP 1117715). It is proposed to use Schedule 1 of the WLEP 2010 to permit seniors housing on both sites.

### Site description

The sites are located at 6 and 8 Wiseman Road, Bowral in the Wingecarribee local government area (LGA).

The sites are approximately 3km south-west of the Bowral town centre. A locality map is provided in **Figure 1**.

The sites are legally described as Lot 4 DP 829578 (6 Wiseman Road) and Lot 1000 DP 1117715 (8 Wiseman Road).

The sites are irregular in shape and have a combined area of approximately 12.553 ha.

8 Wiseman Road is an existing seniors housing development known as the Pepperfield Lifestyle Resort, which was deemed refused by Wingecarribee Shire Council and approved by the NSW Land and Environment Court on 12 February 2004. The facility is operational although some houses are still under construction.



6 Wiseman Road is occupied by a dwelling with mature landscaping predominately concentrated on the northern perimeter and south-west portion of the site (**Figure 2**). The dwelling is set back approximately 30m from Wiseman Road in the south-western corner of the site. A large water storage dam is located in the north-eastern part of the site, while the remainder consists of undeveloped open pasture.

The sites are accessed by vehicle via the north side of Wiseman Road, which runs off Boardman Road (South) from Kangaloon Road. A site map is provided in **Figure 2**. The sites are not mapped as bushfire prone land.

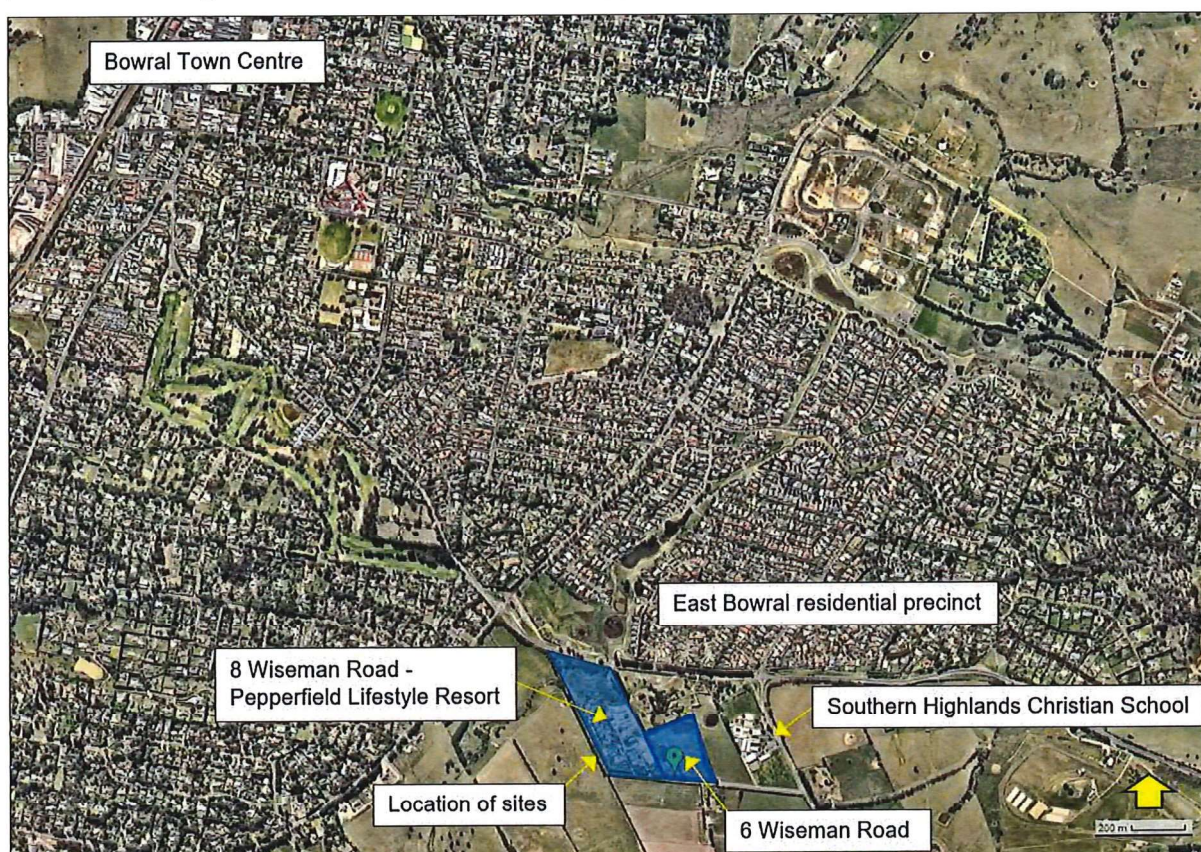


Figure 1 – Locality map

### Surrounding area

The sites are surrounded by:

- rural lands to the west (zoned E3),
- a lot (zoned E3 Environmental Management), Kangaloon Road (zoned E3), Robina Drive Park (zoned RE1 Public Recreation) and the southern fringe of the East Bowral residential precinct (zoned R1 Low Density Residential) to the north,
- a vacant lot and the Southern Highlands Christian School (zoned E3) to the east, and
- largely undeveloped rural lands with sparsely populated dwellings (zoned E3) to the south.

The area surrounding the sites has a semi-rural character.



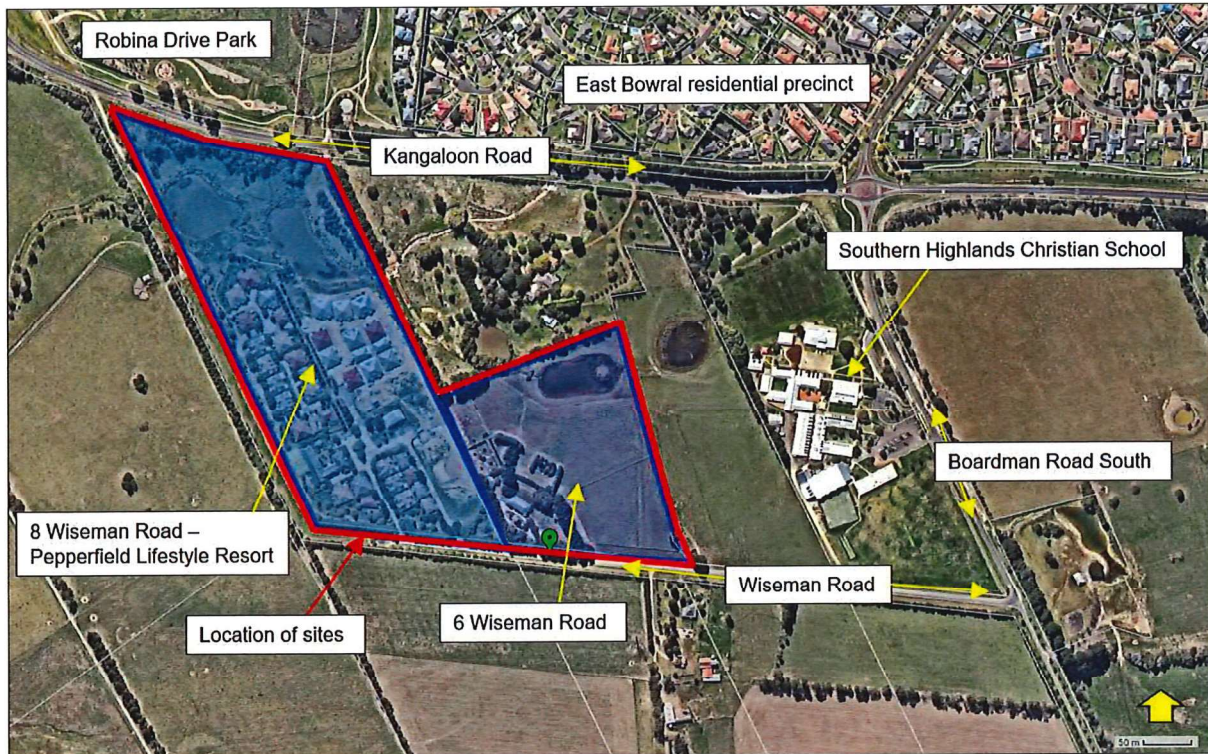


Figure 2 – Site map

### Existing planning controls

The sites are zoned E3 Environmental Management under the WLEP 2010 and have a minimum lot size of 4 ha. Seniors housing is a prohibited use in the E3 zone.

A zoning map is provided in **Figure 3**.

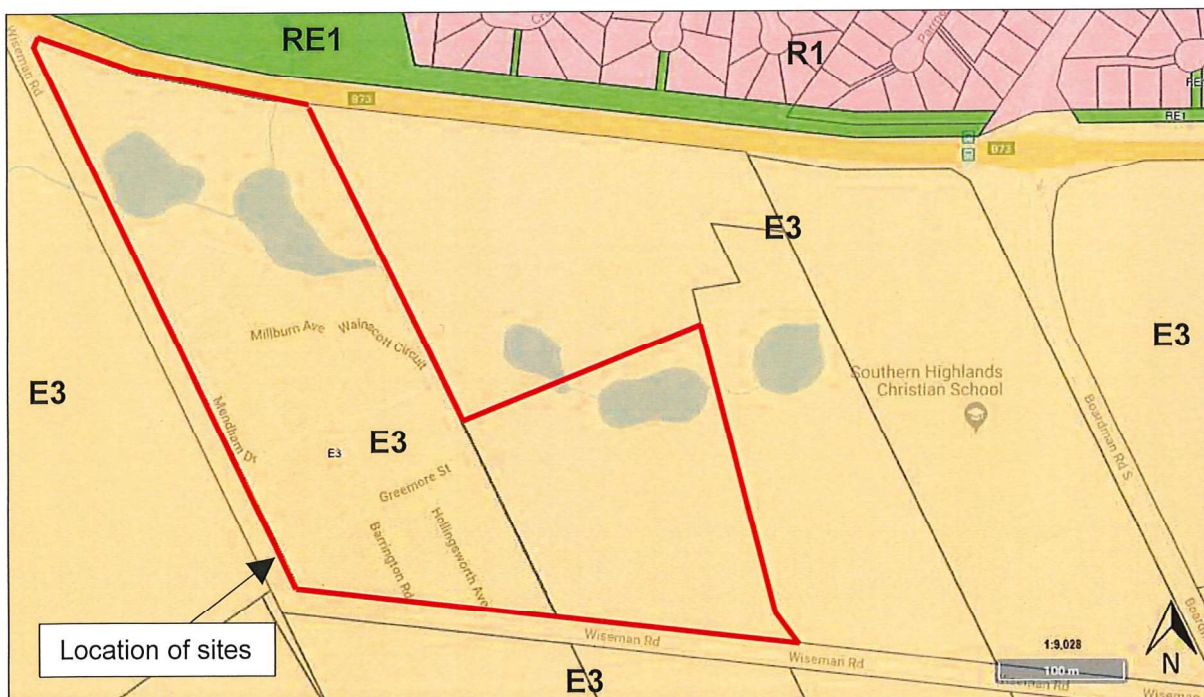


Figure 3 – Zoning map

## **Summary of recommendation**

It is recommended that the planning proposal should progress to consultation as submitted.

## **PROPOSAL**

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### **Objectives or intended outcomes**

The intended outcome of the planning proposal is to permit seniors housing on the combined site area of 6 and 8 Wiseman Road, Bowral.

The planning proposal will (subject to development consent) allow an extension of the existing Pepperfield Lifestyle Resort (8 Wiseman Road) to the west onto land located at 6 Wiseman Road.

It is considered the statement of objectives is clear and meets the requirements of the Department's Guide to Preparing Planning Proposals.

### **Explanation of provisions**

The explanation of provisions provided in the planning proposal is to amend Schedule 1 – Additional Permitted Uses of the Wingecarribee LEP 2010 to include an additional clause specifying development for the purposes of a seniors housing is permissible on the combined site area of 6 and 8 Wiseman Road, Bowral.

The explanation of provisions is simple and clearly outlines how the intended outcomes of the planning proposal would be achieved. It therefore meets the requirements of the Department's Guide to Preparing Planning Proposals.

### **Mapping**

The Local Clauses Map in Schedule 1 of the Wingecarribee LEP would require amendment as a result of the planning proposal to identify the land to which the Schedule 1 entry applies. The planning proposal does not include any draft maps.

Council will need to prepare draft maps to be included as part of the planning proposal for consultation purposes.

## **NEED FOR THE PLANNING PROPOSAL**

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The planning proposal has been lodged by Council (on behalf of the Applicant) to enable the construction of seniors housing (subject to development consent) at 6 Wiseman Road.

The Department and Council have considered a range of alternative options to achieve the intended outcomes, such as:

- through the development application process with accompanying Site Compatibility Certificate (SCC) issued under *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*, and
- a change to the land use zoning applying to 6 Wiseman Road to one which permits seniors housing.

A SCC cannot be issued for 6 Wiseman Road as it is located on Environmentally Sensitive Land (i.e. it is in a Water Catchment Area). Further, a change to the land use zoning applying to 6 Wiseman Road in isolation would constitute a spot rezoning. This is not desirable and is not considered reasonable for a single lot and may set a precedent for all lots north of Wiseman Road to Kangaloon Road.

A planning proposal as submitted is considered the most appropriate mechanism to achieve the intended objectives and outcomes.

The planning proposal has been the subject of a rezoning review (RR\_2018\_WINGE\_001\_00) where the Southern Regional Planning Panel (SRPP) found the proposal (both as an extension of the existing Pepperfield Lifestyle Resort or as a standalone facility) has strategic and site-specific merit having regard to the following:

- 6 Wiseman Road is not considered environmentally sensitive and there is unlikely to be any impact on biodiversity,
- any future development would need to demonstrate a neutral or beneficial impact on water quality,
- 8 Wiseman Road is currently developed for seniors housing (Pepperfield Lifestyle Resort) and is in proximity to other non-rural uses, and
- services and infrastructure (e.g. sewer) are readily available to meet the demands arising from the development.

The SRPP also noted the existing Pepperfield Lifestyle Resort runs a regular shuttle bus to the Bowral Town Centre which could be extended to 6 Wiseman Road and the use of other lifestyle services (coffee shop, hairdressers, pool and gym) within the existing development would be reinforced by an enlarged facility.

## **STRATEGIC ASSESSMENT**

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### **South East and Tablelands Regional Plan**

The South East and Tablelands Regional Plan applies to land within the Wingecarribee LGA and was adopted by the Department in July 2017.

The Applicant considers the proposal to be consistent with the South East and Tablelands Regional Plan as it promotes economic growth through the stimulus of additional housing choice within the Wingecarribee region to meet current and future demand.

The Department notes that key goals and directions of the Regional Plan relevant to the proposal include:

- Goal 4: Environmentally sustainable housing choices,
- Direction 24: Deliver greater housing supply and choice, and
- Direction 25: Focus housing growth in locations that maximise infrastructure and services.

The Regional Plan identifies enhancing the variety of housing options to cater for an ageing population as a specific challenge for the Wingecarribee LGA.

The planning proposal is considered to be consistent with the Regional Plan as it would facilitate the provision of housing and facilities to cater for an ageing population in the Wingecarribee LGA.

### **Wingecarribee Local Planning Strategy 2015-2031**

The Department has endorsed Council's Local Planning Strategy (LPS) excluding Chapter 4 – Managing Housing Needs because sufficient potential greenfield housing release areas to meet housing needs across the LGA were not identified.



The planning proposal identifies that key objectives of Council's LPS are to:

- minimise the proliferation of buildings and other structures in sensitive landscape areas (i.e. E3 Environmental Management zones), and
- to protect and enhance the natural environmental attributes within the environmental zones, including flora and fauna protection and water quality management.

The Applicant notes the development of 6 Wiseman Road for seniors living may be inconsistent with the above objectives of the LPS and offers the following justifications for the planning proposal:

- 8 Wiseman Road is already operating as a retirement village and environmental considerations (e.g. water quality) are successfully managed;
- 8 Wiseman Road contains high quality landscaping and vegetation which makes a positive visual contribution and will be extended to the subject site;
- no significant flora and fauna have been identified at 6 Wiseman Road and the site is not mapped as having significant biodiversity value or as environmentally sensitive land; and
- the planning proposal is supported by a letter from an ecologist confirming the E3 zoning of 6 Wiseman Road is unlikely to be based on ecological features requiring protection.

Given the above, it is considered that the proposal is not inconsistent with objectives of the LPS relating to the protection of sensitive landscape areas and environmental attributes. The Department is satisfied the planning proposal is unlikely to have any significant impact on the environment and that any residual environmental issues can be suitably addressed through the development assessment process.

Importantly, it is noted that Section 4.2 of the LPS outlines a key population challenge for the LGA is to cater for the estimated additional population by matching housing with changing demographic trends, particularly an ageing population and declining household occupancy rates. The planning proposal is considered to be consistent with Council's LPS in this regard.

## **Section 9.1 Ministerial Directions**

The planning proposal has identified applicable section 9.1 Directions.

Directions of particular relevance are discussed below:

### 1.5 Rural Lands

This Direction applies to planning proposals in the Wingecarribee LGA that will affect an existing or proposed rural or environmental zone. The objectives of this Direction are to protect the agricultural value of rural land and facilitate the orderly and economic use of rural lands.

The sites are zoned E3 and the Direction therefore applies to the planning proposal.

The planning proposal identifies that the development of the sites for seniors living would provide employment opportunities during construction and operation.

Both sites have been developed (one for seniors housing and one for residential purposes). 6 Wiseman Road is predominantly cleared, is not identified as significant agricultural land and vegetation located on site is predominantly comprised of exotic tree and shrub species.

The planning proposal is unlikely to have any significant impact on the agricultural value of rural land and the use of 6 Wiseman Road for seniors living (as an extension of the adjacent site) represents the orderly and economic use of land. It is noted that this site is only approximately 4ha in area.

The Secretary's delegate may be satisfied that any inconsistency with this Direction is of minor significance.

### 2.1 Environmental Protection Zones

This Direction applies to planning proposals affecting environmental protection zones and aims to protect and conserve environmentally sensitive areas and ensure the environmental protection standards that apply to land are not reduced.

The sites are zoned E3 as the land is within Sydney's Drinking Water Catchment and the Direction therefore applies to the planning proposal.

Both sites have been developed (one for seniors housing and one for residential purposes).

No significant flora and fauna has been identified on 6 Wiseman Road. This site is not mapped as having significant biodiversity value or as environmentally sensitive land. The planning proposal is also supported by a letter from an ecologist confirming the E3 zoning of the site is unlikely to be based on ecological features requiring protection.

The Department is satisfied the planning proposal is unlikely to have any significant impact on the environment and that any residual environmental issues can be suitably addressed through the development assessment process. It is noted that much of 6 Wiseman Road is already cleared providing minimal environmental impact potential.

The Secretary's delegate may be satisfied that any inconsistency with this Direction is of minor significance.

### 3.1 Residential Zones

This Direction applies to planning proposals affecting residential zones and other zones on which significant residential development is permitted or proposed. The Direction aims to encourage housing to meet local demand, ensuring new housing makes efficient use of existing infrastructure and services and minimise the impact of residential development on the environment.

While the Direction does not strictly apply due to the E3 zoning of the sites, the planning proposal is considered to be consistent with the objectives of this Direction by facilitating the provision of seniors housing and facilities to cater for an ageing population in the Wingecarribee LGA.

### 4.3 Flood Prone Land

The objectives of this Direction are to ensure development of flood prone land is consistent with NSW Government policy and LEP provisions suitably capture flood hazards.

This Direction applies as the planning proposal has identified that the northern part of 6 Wiseman Road is flood prone land.

The planning proposal and accompanying Concept Plan indicates the development of 6 Wiseman Road for seniors housing would be confined to the southern, flood free

portion of the site. The planning proposal commits to the preparation of a flood risk assessment report at the development application stage.

The Department understands the existing Pepperfield Lifestyle Resort at 8 Wiseman Road operates without significant flooding issues and notes the development of 6 Wiseman Road for seniors housing would be confined to the southern, flood free portion of the site.

The planning proposal is therefore unlikely to result in significant flooding issues and that any residual issues can be suitably addressed through the development assessment process.

The Secretary's delegate may be satisfied that any inconsistency with this Direction is of minor significance.

#### 4.4 Planning for Bushfire Protection

The sites are not mapped as bushfire prone land but are located approximately 400m - 500m to the west of a strip of bushfire prone 'Vegetation Category 1' land.

The strip of bushfire prone land is located along Eridge Park Road on the eastern edge of the Burradoo residential precinct. The sites are separated from the bushfire prone land by 400m – 500m of cleared open grassland and as such are not considered to be in proximity.

Notwithstanding this, the Department has taken a precautionary approach in applying Direction 4.4 to the planning proposal due to the sensitive nature of the proposed use being seniors housing. As such, consultation with the RFS is a requirement of the Gateway Determination.

At this stage, the planning proposal is neither consistent nor inconsistent with this Direction as the Direction requires consultation with the RFS post Gateway determination and prior to public exhibition.

The Secretary's delegate may be satisfied that the requirements of the Direction can be met by including a condition on the Gateway Determination requiring consultation with the RFS prior to public exhibition.

#### 5.2 Sydney Drinking Water Catchment

This Direction aims to protect water quality in Sydney's Drinking Water Catchment, including land within the Wingecarribee LGA.

This Direction requires consultation with the Sydney Catchment Authority (now Water NSW) prior to Gateway determination.

Both sites have been developed (one for residential purposes and one for seniors housing) without significant impact on the water catchment. It is therefore considered that water catchment/quality issues associated with the proposal are likely to be minor.

Notwithstanding this, Council has not yet consulted with Water NSW and potential water quality/catchment issues remain unresolved and will require further justification. A condition has therefore been included on the Gateway Determination requiring consultation with the NSW Water.

Council will need to obtain the agreement of the Secretary to comply with this Direction prior to the plan being made.



## **State environmental planning policies**

The planning proposal identifies State Environmental Planning Policies (SEPPs) applying to the site. Key relevant SEPPs are detailed below.

### State Environmental Planning Policy (Rural Lands) 2008

An existing seniors living development operates at 8 Wiseman Road. 6 Wiseman Road is predominantly cleared, is currently used for residential purposes, is not identified as significant agricultural/rural land and vegetation located on site is predominantly comprised of exotic tree and shrub species.

The planning proposal is therefore unlikely to have any significant impact on rural lands and the use of 6 Wiseman Road for seniors living (as an extension of the adjacent site) represents the orderly and economic use of land.

### State Environmental Planning Policy No. 44 – Koala Habitat Protection

An existing seniors living development operates at 8 Wiseman Road providing limited potential for koala habitat. Council has also advised 6 Wiseman Road is unlikely to contain potential koala habitat and is not core koala habitat. As such, an environmental/koala study in accordance with clause 16 of the SEPP is not considered to be required as part of the gateway determination.

### State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011.

As noted earlier in this report, it is considered that water catchment/water quality issues associated with the planning proposal are likely to be minor.

Notwithstanding this, Council has not yet consulted with Water NSW and potential water quality/catchment issues remain unresolved and will require further justification. A condition has therefore been included on the Gateway Determination requiring consultation with NSW Water.

This will ensure potential water quality/catchment issues are resolved prior to the plan being finalised.

It is concluded that the planning proposal is not inconsistent with relevant SEPPs.

## **SITE-SPECIFIC ASSESSMENT**

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### **Social and Economic**

The planning proposal will facilitate the provision of additional seniors housing on the subject site which will result in positive social and economic impact, including:

- meeting the aged-care housing needs of an ageing population in the Wingecarribee LGA, and
- provision of approximately 300 jobs during construction and up to 60 jobs during operation.

### **Environmental**

As noted earlier in this report, the planning proposal is unlikely to have any significant impact on the environment (water, biodiversity, flooding etc) and that any residual environmental issues can be suitably addressed either following consultation with key public authorities such as Water NSW and RFS or through the development assessment process.

In its rezoning review of the planning proposal, the SRPP considered the use of 6 Wiseman Road for seniors housing is appropriate and recommended that a site-specific Development Control Plan (DCP) be prepared that addresses:

- vegetation retention;
- flooding and stormwater;
- built form, scale and density;
- setbacks; and
- transition to rural interface.

The Department understands that the Applicant is currently preparing this DCP so that the eventual built form of the seniors living development extension responds to the character of the area and rural interface of the site/s.

### **Infrastructure**

6 Wiseman Road will have access to all services and facilities that are available to the adjacent Pepperfield Lifestyle Resort (8 Wiseman Road). This includes access to reticulated town water supply, electricity supply, sewer connection and telecommunications services.

## **CONSULTATION**

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### **Community**

Council has proposed a 28-day community consultation period which is considered adequate having regard to the nature of the planning proposal.

### **Agencies**

Council has proposed consultation with Water NSW which is considered appropriate as the site is located in the Sydney drinking water catchment area.

## **TIME FRAME**

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Council anticipates a 5-month time frame to finalise the LEP. It is recommended that a 12-month period be provided in case issues arise during consultation or any other part of the process.

## **LOCAL PLAN-MAKING AUTHORITY**

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Council has not sought to be the local plan-making authority. Given the planning proposal was the subject of a rezoning review this is considered appropriate.

## **CONCLUSION**

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The planning proposal has been the subject of a rezoning review (RR\_2018\_WINGE\_001\_00) which found the proposal (both as an extension of the existing Pepperfield Lifestyle Resort or as a standalone facility) has strategic and site-specific merit.

The planning proposal is consistent with the South East and Tablelands Regional Plan as it would facilitate the provision of housing and facilities to cater for an ageing population in the Wingecarribee LGA.

It is therefore recommended that the planning proposal should progress as submitted.

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## RECOMMENDATION

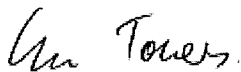
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It is recommended that the delegate of the Secretary:

1. agree that any inconsistencies with section 9.1 Directions 1.5 Rural Lands, 2.1 Environmental Protection Zones and 4.3 Flood Prone Lands are minor or justified; and
2. note that the consistency with section 9.1 Directions 4.4 Planning for Bushfire Protection and 5.2 Sydney Drinking Water Catchment are unresolved and will require justification prior to the plan being made.

It is recommended that the delegate of the Minister for Planning determine that the planning proposal should proceed subject to the following conditions:

1. The planning proposal should be made available for community consultation for a minimum of 28 days.
2. Consultation is required with the following public authorities:
  - Water NSW; and
  - NSW Rural Fire Service (prior to public exhibition of the planning proposal).
3. The time frame for completing the LEP is to be 12 months from the date of the Gateway determination.
4. Given the nature of the planning proposal, Council should not be authorised to be the local plan-making authority to make this plan.
5. A proposed Local Clauses Map/s should be prepared and included as part of the planning proposal prior to exhibition.



21/12/18

**Graham Towers**  
Team Leader, Southern Region



17/01/2019

**Luke Musgrave**  
Director Regions, Southern  
Planning Services

Contact Officer: Andrew Hartcher  
Senior Planning Officer, Southern Region  
Phone: 02 4247 1823



## Gateway Determination

**Planning proposal (Department Ref: PP\_2018\_WINGE\_009\_00):** to enable an additional permitted use of seniors housing on the combined site area of 6 Wiseman Road, Bowral (Lot 4 DP 829578) and 8 Wiseman Road, Bowral (Lot 1000 DP 1117715).

I, the Executive Director, Regions, at the Department of Planning and Environment, as delegate of the Minister for Planning, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Wingecarribee Local Environmental Plan (LEP) 2010 as described above should proceed subject to the following conditions:

1. Prior to public exhibition, the planning proposal is to be amended to include proposed Local Clauses Map/s.
2. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the 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 and Environment 2016) and must be made publicly available for a minimum of **28 days**; and
  - (b) the planning proposal 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 and Environment 2016).
3. Consultation is required with the following public authorities / organisations under section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions:
  - Water NSW; and
  - NSW Rural Fire Service.

Each public authority/organisation is to be provided with a copy of the planning proposal and any relevant supporting material and given at least 21 days to comment on the proposal.

Consultation with the NSW Rural Fire Service is required prior to public exhibition in order to satisfy the requirements of Section 9.1 Direction 4.4 Planning for Bushfire Protection.

4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the 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 time frame for completing the LEP is to be **12 months** following the date of the Gateway determination.

Dated *23rd* day of *January* 2019.

  
Stephen Murray  
Executive Director Regions  
Planning Services  
Department of Planning and  
Environment

Delegate of the Minister for Planning

Ms Ann Prendergast  
General Manager  
Wingecarribee Shire Council  
PO Box 141  
MOSS VALE NSW 2577

Dear Ms Prendergast

**Planning proposal PP\_2018\_WINGE\_009\_00 to amend Wingecarribee Local Environmental Plan 2010**

I am writing in response to Council's request for a Gateway determination under section 3.34(1) of the *Environmental Planning and Assessment Act 1979* (the Act) in respect of the planning proposal to enable an additional permitted use of the combined site area of 6 Wiseman Road, Bowral (Lot 4 DP 829578) and 8 Wiseman Road, Bowral (Lot 1000 DP 1117715) for seniors housing.

As delegate of the Minister for Planning, I have now determined that the planning proposal should proceed subject to the conditions in the enclosed Gateway determination.

I have also agreed, as delegate of the Secretary, the planning proposal's inconsistencies with section 9.1 Directions 1.5 Rural Lands, 2.1 Environmental Protection Zones and 4.3 Flood Prone Lands are minor and justified in accordance with the terms of the Directions. No further approval is required in relation to these Directions.

It is noted that at this stage, the planning proposal is neither consistent nor inconsistent with Direction 4.4 Planning for Bushfire Protection which requires consultation with the NSW Rural Fire Service (RFS) post Gateway Determination and prior to public exhibition. A condition has therefore been included on the Gateway Determination requiring consultation with the RFS prior to public exhibition.

Council may also still need to obtain the agreement of the Secretary to comply with the requirements of section 9.1 Direction 5.2 Sydney Drinking Water Catchment. Council should ensure this occurs prior to the plan being made.

I have determined not to condition the Gateway for Council to be the local plan-making authority noting the planning proposal was the subject of a rezoning review and was not initially supported by Council.

The amending local environmental plan (LEP) is to be finalised within twelve months of the date of the Gateway determination. Council should aim to commence the




exhibition of the planning proposal as soon as possible. Council's request for the Department of Planning and Environment to draft and finalise the LEP should be made eight weeks prior to the projected publication date.

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 3.32(2)(d) of the Act if the time frames outlined in this determination are not met.

Should you have any further enquiries about this matter, I have arranged for Mr Andrew Hartcher to assist you. Mr Hartcher can be contacted on 4247 1823.

Yours sincerely

 23 January 2019  
**Stephen Murray**  
**Executive Director, Regions**  
**Planning Services**

Encl: Gateway determination  
Authorised plan-making reporting template

## Attachment 5 – Authorised plan-making reporting template

### Reporting template for authorised LEP amendments

#### Notes:

- The planning proposal number will be provided by the Department of Planning and Environment following receipt of the planning proposal.
- The Department will fill in the details of Tables 1 and 3.
- The local plan-making authority is to fill in the details of Table 2.
- If the planning proposal is exhibited more than once, the local plan-making authority should add rows to **Table 2** to include this information.
- The local plan-making authority must notify the relevant contact officer in the regional office in writing of the dates as they occur to ensure the publicly accessible LEP Tracking System is kept up to date.
- The plan should be signed using the following format:  
[Name]  
[Title]  
[Council name]  
Delegate of [Council name], the local plan-making authority [date]
- A copy of this completed report must be provided to the Department with the local plan-making authority's request to have the LEP notified.

**Table 1: To be completed by the Department of Planning and Environment**

Stage	Date/Details
Planning proposal number	PP_2018_WINGE_009_00
Date sent to DPE under section 3.34(1)	
Gateway determination date	

**Table 2: To be completed by the local plan-making authority**

Stage	Date/Details	Notified regional office
Dates draft LEP exhibited		
Date of public hearing (if held)		
Date draft LEP requested from PCO		
Date draft LEP received from PCO		
Date PCO Opinion requested		
Date PCO Opinion received		
Date GIS data or maps provided/requested		
Date ePlanning confirmed mapping is suitable and sent to PCO		
Date LEP finalised		
Date sent to DPE requesting notification		



**Table 3: To be completed by the Department of Planning and Environment**

<b>Stage</b>	<b>Date/Details</b>
Notification date and details	

**Additional relevant information:**