

Scoping Proposal

Template

The Department of Planning Industry and Environment (the Department) is seeking to support and guide councils and proponents in undertaking effective pre-lodgement consultation before a planning proposal is formally submitted for assessment by the planning proposal authority (PPA).

How to use this template

This template sets out what information a proponent or council should include in a scoping proposal. It is a guide only. The information contained within the scoping proposal should be tailored to and commensurate with the nature, scale and complexity of the planning proposal and the characteristics of the land to which the planning proposal relates. Some sections of the template may need to be expanded whilst other sections may not be relevant and should be deleted.

The scoping proposal should provide sufficient information so that the planning proposal can be easily understood at a conceptual level, including an understanding of potential impacts.

The information contained within the scoping proposal will be used by relevant authorities and government agencies, council and the Department (as required) to identify key issues, or matters that need to be addressed during the preparation of the planning proposal as well as the need for supporting technical studies. Based on the information provided, planning proposal requirements will then be developed by the council if the proposal is proponent-initiated or by the Department if the proposal is council initiated. The information contained with the scoping proposal will also be used by councils to inform their initial view as to whether a proponent-initiated planning proposal has strategic merit.

The template is to be used for all types/categories of planning proposals and provides guidance on the detail that should be included in a scoping proposal including:

- a summarised scope of the proposal
- identification of key issues/matters that need to be addressed by the planning proposal
- a brief justification as to why the proposal has strategic merit
- identification of key supporting studies
- identification of agencies and authorities that may need to be consulted during the preparation of the planning proposal

This template should be read in conjunction with the Interim Authority and Government Agency Planning Proposal Pre-lodgement referral checklist (Appendix B).

1. Introduction

[INSTRUCTION] This section should provide a simple introduction to the proposal, including:

- the proponent's details
- site location and address, legal description, including plan and aerial photograph
- a simple description of the scope of the proposal amendments, including which LEP is proposed to be amended
- background and context (if relevant)
- outcomes of previous consultation (if relevant)

2. The Proposal

[INSTRUCTION] This section should provide an overview of the proposal using supporting maps, plans, figures and tables. This overview must provide further detail on key aspects of the proposal, including (if relevant):

- the proposed concept layout of the site and / or proposal at a conceptual level, including (as relevant)
 - broad land use breakdown (GFA or other)
 - key proposal metrics including yield range or job creation
 - comparison of current and proposed zoning and key controls
- proposed land uses and activities that would be carried out on site and distribution
- the likely timing of the delivery of the proposal
- envisaged services and infrastructure that are or will be available to meet the demands arising from the proposal and any proposed funding arrangements for infrastructure provision (high level)
- provide details on the principles or amendment to an existing contribution plan or new contribution plan

Drafting Note – the proponent must provide enough detail in the scoping proposal to allow council, authorities and government agencies and / or the Department to get a good understanding of the proposal and identify its likely impacts. If some sections are not relevant, the proponent should adjust the structure of the template and / or scoping proposal accordingly.

Depending on the location and nature of the proposal and potential impacts, authorities and government agencies may require additional information including high-level technical reports or studies and draft scopes of work / methodologies to provide pre-lodgement advice and inform the scoping study requirements.

3. Strategic Merit

[INSTRUCTION] This section should provide a short statement to identify whether the proposal aligns with and gives effect to the strategic framework that applies to the proposal site.

This should include where relevant:

- the Region and District strategic plan
- council's Local Strategic Planning Statement (LSPS).
- Any Department endorsed or approved local planning strategy (eg Local Housing Strategy)

In other cases, the scoping proposal should outline how the proposal is responding to a change in circumstance or other factors that has not been recognised by existing strategic planning framework applying to the site and its surrounds.

4. Site-specific considerations

[INSTRUCTION] This section must identify key site-specific issues that are likely to be relevant to the assessment and evaluation of the proposal. These factors are to be impact assessed and for the proponent to test whether the site is or can be made suitable for the proposal.

The scoping proposal is not required to undertake any detailed assessment but rather to identify characteristics of the site and its surrounds that may then warrant additional impact assessment through supporting studies and investigations for the planning proposal.

The level of detail included in this section should be proportionate to the importance of the strategic context to the proposal and tailored towards informing the setting of the scoping study requirements.

Key site-specific issues may include:

- key features of the site and surrounds that could affect or be affected by the proposal, including:
 - existing development and uses
 - surrounding development and uses
 - important site features including (as relevant):
 - topography
 - hydrology
 - scenic and culturally important landscapes
 - ecological characteristics and values
 - heritage (aboriginal and non-aboriginal)
 - access and transport
 - major infrastructure (roads, rail, pipelines, transmission lines)
 - Services (water, wastewater, stormwater etc) and utilities (gas, NBN etc)
 - community and social services
- key risks or hazards such as flooding, bushfire prone land and contaminated land
- a high level opportunities and constraints analysis

Drafting Note – if some sections are not relevant, the proponent should adjust the structure of the scoping proposal accordingly. This template does not provide an exhaustive list of information of matters to be considered in a planning proposal. The scoping proposal should outline sufficient information so that the planning proposal request can be understood at a conceptual level, including an understanding of potential impacts.

5. Preliminary Environmental Considerations

[INSTRUCTION] This section is to identify key impact assessment considerations that will in the opinion of the proponent (or council if council-initiated proposal) be addressed as part of the planning proposal documentation.

This should include what scope and depth of assessment will be undertaken for each specific study or investigation proposed to support the planning proposal.

This should identify:

- the matters requiring further assessment in the planning proposal, including supporting technical documents
- the proposed approach to assessing each of these matters
- what consultation may be required or proposed to be carried out with local community that will inform the preparation of the planning proposal

6. Discussion Points

[INSTRUCTION] This section should outline particular scoping issues that need to be discussed with council, Department, state agencies or authorities.

Specific issues that need to be discussed with internal specialist officers within council, in order to support their attendance at the scoping meeting.