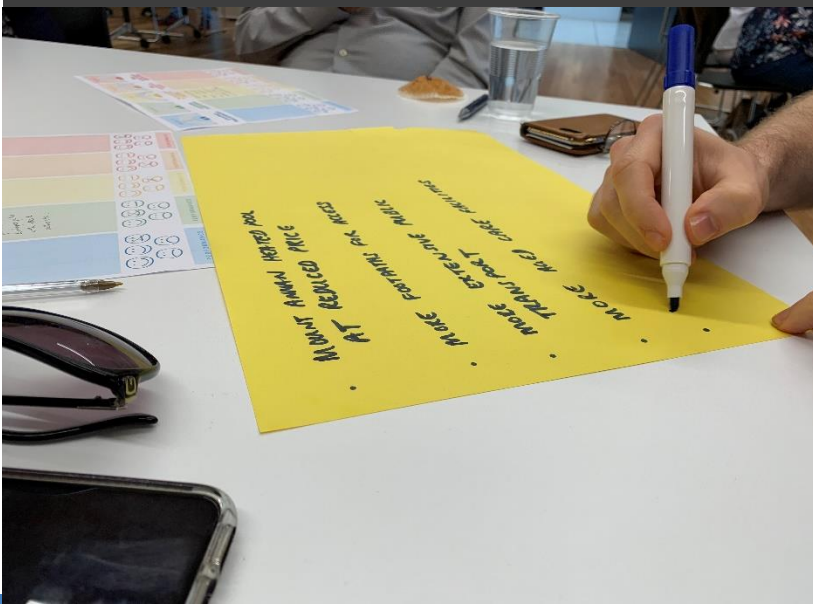


Draft Community Participation Plan 2020



camden
council

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1

About our
Community
Participation

1.1 How to use the Camden Community Participation Plan

The Camden Community Participation Plan (Camden CPP) is separated into three parts:

PART 1 – About our Community Participation

This part explains the intents of the CPP, where it applies, the community participation principles of the EP&A Act, the community participation objectives that Council has developed and what to expect when you get involved in community participation.

PART 2 – Community Participation in Strategic Planning

This part explains Council's approach to community participation for strategic planning functions, such as Planning Proposals, amendments to Development Control Plans (DCPs), Contribution Plans and Local Strategies. It includes the minimum exhibition periods required under Schedule 1 of the EP&A Act and the local approach to community participation for strategic planning

PART 3 – Community Participation in Development Assessment

This part explains Council's approach to community participation for development assessment functions. It includes the minimum exhibition periods required under Schedule 1 of the EP&A Act and the notification and advertising requirements included in the Camden DCP.

1.2 What is Camden’s CPP?

The CPP is designed to make community participation in planning matters easier and clearer for the community within the Camden Local Government Area (LGA). The Plan aims to identify how and when Council will inform, engage, and consult with the community on a variety of planning functions that Council is responsible for.

Council’s CPP satisfies the requirements of Division 2.6 and Schedule 1 of the *Environmental Planning and Assessment Act 1979* (EP&A Act). It recognises the prominence of planning matters within the functions of Council and that the community should be informed and able to participate in the planning system. Notification and advertisement procedures from the Camden DCP have been incorporated into this CPP.

The CPP applies to both strategic planning and development assessment matters within the Camden LGA as identified below in **Table 1**. These include applications and proposals that need to be assessed and determined by Council as well as planning matters within the LGA that need to be determined by district, regional or local planning panels.

Table 1: Functions to which the CPP Applies

FUNCTIONS TO WHICH THE CPP APPLIES	
STRATEGIC PLANNING AND PLAN MAKING	<p>Strategic planning projects such as:</p> <ul style="list-style-type: none"> ➤ Planning Proposals to amend Council’s Local Environmental Plan 2010 (Camden LEP) and the State Environmental Planning Policy (Sydney Region Growth Centres) 2006 (Growth Centres SEPP); ➤ Planning Proposals to amend Camden LEP to reclassify public land under the LG Act; ➤ Amendments to Development Control Plans; ➤ Contribution Plans; and ➤ Local Strategies
DEVELOPMENT ASSESSMENT	<p>Assessment of:</p> <ul style="list-style-type: none"> ➤ Development Applications

Camden Council recognises that it can achieve better planning outcomes by engaging with its local community. Unlike many other council’s, Camden is experiencing exponential population growth as one of the LGAs included in the South West Growth Area. This inclusion has brought with it both opportunities and challenges for Camden. The CPP aims to make engaging with the local planning system easier for the community.

Planning matters within Camden LGA that fall under the responsibility of other planning authorities (such as State Significant Development assessed by the Department of Planning, Industry, and Environment) are subject to the relevant Community Participation Plan prepared by that authority.

1.3 Limitations of the Community Participation Plan

This CPP does not outline Council's engagement strategies for the delivery of other Council services, functions or infrastructure. Community engagement for these activities are conducted considering the requirements of Council's Communications and Community Engagement Strategy.

1.4 Community Participation Principles

The EP&A Act outlines the principles that underpin Council's CPP. These principles are outlined below:

- a) The community has a right to be informed about planning matters that affect it.
- b) Council should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- c) Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.
- d) The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- e) Community participation should be inclusive, and Council should actively seek views that are representative of the community.
- f) Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- g) Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).
- h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

1.5 Our Community Participation Objectives

Council has developed five (5) objectives of community engagement which are at the heart of our community participation plan. The below table illustrates the objectives we set out to achieve and the commitments we are making to better improve your experience in the planning process.

These objectives have been created in reference to the community participation principles established in s2.23(2) of the EP&A Act.

We acknowledge that our community has a right to be informed about planning matters that impact the amenity, liveability and future growth of the LGA. The commitments described are to not only support and evaluate this plan, but also:

- Improve transparency and accountability;
- Build public confidence in the planning system; and
- Encourage and capture the experiences, perspectives and ideas of the community to ensure we are planning a future which is driven for the community.

Objectives:		Commitments:
1. Open and Inclusive	<p>Opportunities for community participation is frequent, available to everyone and supported by relevant and accurate information.</p>	<p>We will:</p> <ul style="list-style-type: none"> • Simplify the methods/ mediums in which individuals engage with the planning system; • Provide alternative solutions for individuals to provide feedback and assist in catering for those with additional needs; and • Tailor our approach and for strategic planning projects to account for the diverse nature of the community with specific reference to the historical and cultural identity of the locality.
2. Easy	<p>Community participation aids in guiding the direction and growth of the LGA through an understanding of shared knowledge, experiences and ideas.</p>	<p>We will:</p> <ul style="list-style-type: none"> • Provide opportunities for the community to 'have a voice' in the planning system; • Be active in our community for Strategic Planning projects (project dependent): <ul style="list-style-type: none"> ○ Hosting workshops and information sessions ○ Being present in local events • Utilise a range of media sources to inform the community of the purpose and operation of the planning system as well as any changes to legislation and 'key facts' affecting landowners; and • Our information systems will be up to date, concise and relevant to the needs of the community.
3. Relevant	<p>Community participation in the planning system is encouraged and feedback is valued and utilised.</p>	<p>We will:</p> <ul style="list-style-type: none"> • Inform the community of how and when they can participate in planning matters and to ensure the community is engaged at the earliest possible opportunity; • Notify the individuals where submissions have been made of all decisions; • Provide the submitters to proposals with reasons behind decisions; • Remove the barriers that prevent the community from participating; and • Consult the community as early as possible for all relevant planning proposals.
4. Timely	<p>Our planning system pioneers best practices and adapts to the needs of our growing community.</p>	<p>We will:</p> <ul style="list-style-type: none"> • Start community engagement as early as possible; and • Champion new ways to capture the interest of all demographics through paper and digital mediums.

<p>5. Meaningful</p>	<p>Our planning system is clear, thorough and informative for individuals of all demographics and learning styles.</p>	<p>We will:</p> <ul style="list-style-type: none"> • Deliver on our legislative requirements for public participation, in regards to: <ul style="list-style-type: none"> ○ Public exhibition periods (Strategic Planning projects); ○ Public notification periods (Development Applications); and ○ Public advertising periods (Development Applications). • Refine our language (where permissible) to improve the communities understanding of the planning system
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1.6 What to Expect When you Participate?

We promote respectful conduct by all

At times we may have different opinions about a planning matter or how Camden’s growth should be managed. It is important that we are respectful of other views and ideas as we all have different experiences and insights to share. In any consultation or engagement initiated by Camden Council, we will encourage people to participate in a respectful manner towards each other.

We will provide a safe environment to hear from you

Your safety, and the safety of council staff, is paramount when we engage you to give feedback on a planning matter. Council staff will undertake the necessary action to ensure the location selected for any community participation opportunity is accessible and safe.

We will deliver timely community participation

Camden Council recognises that many people in our community are time poor however still want to have their say in local planning matters. We will endeavour to make any community consultation or engagement meaningful and ensure we are balancing meeting our legislative requirements and providing you with a reasonable length of time to provide your input.

We will provide feedback on how your input was considered

If you have given up your time to provide us with your feedback, we will let you know how your input was used by Council. We will inform you of Council’s decision by writing to you directly if you made a submission.

For strategic planning projects such as Planning Proposals, we will write to advise you of the Submissions Response Table attached to any Council report which will be made publicly available. We will also let you know when the matter is being reported to a Council meeting for consideration and notify you of Council’s decision.

For development applications being reported to the Camden Local Planning Panel for determination, we will write to you informing you of the date of the public meeting and invite you to register to address the Panel. You will also be notified of the decision of the Panel.

We will maintain your privacy

Council will not disseminate your personal information without your consent and will remove your name, address, contact number and any other identifying detail from any publicly available reports. We do however have to operate within the *Government Information (Public Access) (GIPA) Act 2009*. At times, we may have to release your submission on a development application or planning proposal including your identifying details if a GIPA application is lodged.

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Community Participation in Strategic Planning

Strategic Planning involves preparing and amending a number of local strategies and plan making functions. For example, these include:

- Local Environmental Plans;
- Development Control Plans;
- Development Contribution Plans; and
- Local Strategic Planning Statement.

In line with our community participation objectives, we encourage open and inclusive, easy, relevant, timely and meaningful opportunities for community participation. To achieve this, we design our participation and engagement approach so that the community are well informed and can actively influence decisions and outcomes on planning matters. The below table details the levels of community engagement in Council’s strategic planning functions.

	WHAT	WHEN	EXAMPLES
Inform	We will provide you with accurate and relevant information about strategic planning projects.	As soon as practical following their lodgement, with updates at key moments accurately captured.	In writing (letter, email); Local newspaper notices; social media (project dependent)
Engage	We will involve you to help inform and provide planning decisions early in the development of plans and policies. We will respond to community views by conducting targeted engagement to those who are interested and raised concerns.	As soon as practical following initiation of policies and local strategies. As soon as practical following public exhibition and notification periods	Workshops and engagement activities (project dependent); drop in sessions; pop up stores; Public meetings (Council meetings and Public Hearings)
Consult	We will provide you the opportunity to raise comments and concerns.	Once proposals or policies are initiated, we will exhibit them and ask for your feedback.	Public Exhibition period; drop in sessions; pop up stores; social media
Decision	We will notify you of strategic planning decisions and how your views were considered in reaching a decision.	As soon as practical following a decision	Online updates; letters to submitters; Council meeting minutes; notices of decisions in local newspaper

Council is legislated to publicly exhibit strategic planning projects identified in **Table 2-1** below in accordance with Schedule 1 of the EP&A Act. During the exhibition period, all relevant information will be available on Council’s website as well as at Council’s Administration building and libraries. Notices will also be placed in the local newspaper. The notices will include information on the proposal/plan/policy such as a description, the address (if

applicable), where to get access (Council’s website, Administration building and Libraries), how to make a submission and the public exhibition period.

Table 2-1: Exhibition periods – Strategic Planning projects

Plan	Timeframe
Community Participation Plan	28 days
Planning proposals for Local Environmental Plans or Growth Centres SEPP	28 days or in accordance with Gateway Determination
Development Control Plans	28 days
Development Contribution Plans	28 days
Public Hearings <i>Note: Public Hearings are a requirement of the Local Government Act 1993 for reclassification of public land.</i>	After the exhibition period has ended, at least 21 days notice is to be given prior to a public hearing being held (Practice Note PN 16-001)
Local Strategic Planning Statement	28 days

Note: The information provided in the above table is accurate as at the time of publishing this Plan and may have changed because of legislative updates post-publication.

Did you know?

Please note that exhibition and notification periods may occur between 20 December and 10 January (inclusive). However, this period is excluded from the calculation of the minimum exhibition periods for both strategic planning and development assessment functions (Schedule 1 of EP&A Act).

2.1 Planning Proposals

Planning Proposals can either be initiated by Council or are lodged by applicants where an amendment to the Camden LEP or Growth Centres SEPP is sought.

The extent of notification will vary depending on the size and / or complexity of the proposal. . Notification can also be determined by the Gateway Determination. Landowners within the notification area will be informed in writing of the public exhibition period. Notwithstanding the requirements of this CPP, Council officers may, where it is deemed necessary expand notification requirements and timeframes if, it would be in the public interest to do so.

2.1.1 Initial Notification

Council may undertake an initial notification period prior to reporting the Planning Proposal to Council and pursuing a Gateway Determination. This is to ensure any community concerns are identified and considered early in the process. The initial notification period is determined if necessary, on a case by case basis at the discretion of Council officers. The minimum period of initial notification is 14 days.

2.1.2 Gateway Report to Council

Whether or not a Planning Proposal has demonstrated strategic merit, a report will be prepared for Council’s consideration. If a Planning Proposal demonstrates strategic merit, the Gateway Report to Council will recommend a suite of community participation methods for the public exhibition period (subject to Council endorsement and the receipt of a favourable

Gateway Determination). These methods may include (depending on the complexity and potential impact of the proposal):

- The extent of notification letters to be sent to adjoining / surrounding landowners;
- Site Signage (generally A1 in size with the number of signs to be dependent on the size of the site and the number of road frontages); and
- Social media post directing community to information on Council's website.

2.1.3 Public Exhibition

As a mandatory community participation requirement in EP&A Act, Planning Proposals for local environmental plans that have demonstrated merit and have subsequently received a favourable Gateway Determination from the Department of Planning, Industry and Environment (DPIE) must be made publicly available for a minimum of 28 days; or subject to the Gateway Determination:

- a) if a different period of public exhibition is specified in the Gateway Determination for the proposal—the period so specified; or
- b) if the gateway determination specifies that no public exhibition is required because of the minor nature of the proposal—no public exhibition.

Forms of Notification

Notification letter

The following information will be included in the notification letter:

- a) A description of the Planning Proposal;
- b) The address (if applicable) subject of the Planning Proposal;
- c) Advise that the Planning Proposal may be viewed on Council's website, and electronically at Council's offices and libraries during business hours;
- d) How to make a submission; and
- e) The public exhibition period (closing date of submissions)

Signage

An A1 sized sign (841mm x 594mm) will be placed on the Planning Proposal site (if applicable) indicating details of the proposal which will include the same information as a notification letter. The number of signs on the site will be dependent on the size of the site; the number of road frontages; and/or the complexity of the proposal.

Use of Social Media/Website

Council may provide updates on Planning Proposals through its social media and website platforms. The use of social media will be dependent on the scale and nature of the proposal. Social media platforms will provide links to Council's website where information on the proposal and associated documents will be provided.

Social media may also be used for providing information on Planning Proposals. Links will be used through social media to direct you to relevant information on Council's website.

2.1.4 Public Hearing

In addition to a public exhibition of a Planning Proposal, a public hearing may be held by the Independent Planning Commission or other specified person or body if the Gateway Determination stipulates that a public hearing is required. Public hearings are generally required where a reclassification of land is being sought.

At least 21 days of public notice is to be given after a public exhibition period prior to a public hearing being held. This public notice will be placed on Council's website and in the local newspaper. A copy of the Public Hearing report will be made publicly available on Council's website no later than four (4) days after it has received the report from the Independent Chair.

Council will notify any interested persons or parties by letter who made a submission during the exhibition period, to inform them of the public hearing. Council will also send letters to these parties on the outcomes of the Public Hearing.

Council will then consider a report outlining the outcomes of the public exhibition period and Public Hearing. Interested persons and parties will be notified of the Council Meeting and will be welcome to attend.

2.2 Amendment to DCP

Planning decisions in the Camden LGA are guided by a number of Development Control Plans (DCP). This is due to a portion of the LGA being within the South West Growth Area (SWGA). These DCPs include, the Camden DCP 2019 which applies to all the LGA (excluding the SWGA) and the Oran Park, Turner Road and Camden Growth Areas DCPs (for land identified within the SWGA). A DCP can be amended to introduce new controls relating to specific development types, to reflect legislation changes, or to clarify the intent of an existing control.

Amendments to DCPs will be publicly exhibited for a minimum of 28 days.

2.3 Contribution Plans

Section 7.11 (formally Section 94) of the EP&A Act, enables local councils or other consent authorities to levy contributions for public amenities and services required as a consequence of development.

Developer contributions are essential in maintaining access to the facilities and services that support the high quality of life that residents of Camden enjoy.

Council will periodically amend these Plans, reflecting revised population growth, rezoning of additional land, completion of works, or to amend the schedule of works to reflect Council's priorities.

Amendments to Contributions Plans will be publicly exhibited for a minimum of 28 days.

2.4 Local Strategies

A new requirement of the EP&A Act is that Councils must prepare a Local Strategic Planning Statement (LSPS). The LSPS is a 20-year planning vision, emphasising land use, transport and sustainability objectives and responds to the objectives and directions of the current Region Plan and District Plan. The LSPS is designed to be a 'live document', to be reviewed on an as needs basis or at least every 7 years.

Council also prepares local strategies to inform the future development of the Camden LGA, these strategies can include but are not limited to Rural Land, Housing and Employment Strategies.

At the time of preparing either the LSPS or local strategies Council will identify the Engagement Strategy specific to the project and forms of engagement may include

community/stakeholder workshops, local shopping centre drop ins, public information sessions and formal public exhibition.

2.5 How Can you Participate in Strategic Planning Matters?

There are a number of ways to get involved in Strategic Planning Matters:

- Make a formal submission to a proposal;
- Write to the General Manager;
- Visit Council's Administration Centre, website <https://www.camden.nsw.gov.au/council/matters-on-exhibition/> or libraries to access public exhibition documents.
- Attend drop-in sessions (if they are organised) to discuss the plans/proposal with Council staff.
- Contact a Council officer should you require further information.

Making A Submission

Form of Submission

Submissions made in relation to strategic planning matters such as Planning Proposals must be:

- In writing and addressed to the General Manager (attention to relevant Council officer);
- Clearly indicate the name, address, contact number and email address (where available) of the person making the submission; and
- Clearly include the grounds of the submission (objection/issue/support).

Submissions must be lodged with Council by the conclusion of the exhibition period as specified in **Table 2-1**.

Consideration of Submissions

Council officers will endeavour to resolve issues raised in submissions received during the exhibition period. However, in some circumstances this may not be possible and will be addressed as part of the assessment. In the case of Planning Proposals, concerns raised in submissions may be forwarded to the applicant for their response or consideration. The names and addresses of objectors will not be disclosed to the applicant where the person/s who make the submission specifically requests that their names and addresses not be disclosed to the applicant.

For Planning Proposals, any unresolved submissions may then, in accordance with the original Council resolution, be reported back to Council post-exhibition to resolve any outstanding concerns which the community or public agencies may have. Submissions may be summarised in a Submissions Response Table which will require the endorsement of Council. These documents may include names and addresses of those who made submissions. Submitters will be notified of the Council Meeting and may speak as part of the public address session. Applications to speak must be submitted in accordance with the link below. <https://www.camden.nsw.gov.au/council/council-meetings/public-address-session/>

For a submission to be counted it would need to be in substance unique, distinctive or unlike any other submission. By way of example, this would prevent form letters and petitions being

counted more than once toward the total number of unique submissions. Similarly, a single submission signed by 10 people would count as one unique submission.

One individual, or one household, could potentially submit multiple unique submissions. Separate unique submissions can be made in relation to the same issue. Council officers assessing the proposal or coordinating the project are best placed to determine whether a submission is 'unique'.

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Community Participation in Development Assessment

In line with our community participation objectives, we encourage open and inclusive, easy, relevant, timely and meaningful opportunities for community participation. To achieve this, we design our participation and consultation approach so that the community are well informed. The below table details the levels of community participation in the Development Assessment functions of Council.

	WHAT	WHEN	EXAMPLES
Inform	We will provide you with accurate and relevant information about development applications	As soon as practical following their lodgement, with updates at key moments accurately captured.	DA Tracker tool; letter mail outs to adjoining land owners; Local newspaper notices (advertised development only); site notices
Consult	We will provide you the opportunity to raise comments and concerns regarding development applications.	Once applications are lodged for certain types of development we will exhibit them and ask for your feedback.	Public Exhibition/Notification period
Decision	We will notify you of decisions regarding development proposals and how your views were considered in reaching a decision.	As soon as practical following a decision	Online updates; letters to submitters; Camden Local Planning Panel; Sydney Western City Planning Panel; notices of decisions in local newspaper

Outside of our community participation approach, in some circumstances Council will also undertake post-determination, compliance and enforcement activities to ensure that development consents and decisions are implemented correctly.

It is advised that a fee is payable at the time of lodgement of a development application for both notification and advertising. The fee charged is in accordance with Council's adopted Fees and Charges at the time of lodgement.

It is important to note that when a development meets the criteria to be Complying Development, they can be approved by either Council or a private certifier. Complying Development is not subject to the participation principles and objectives of this Plan.

Complying development is considered to generally have minimal impact, you are unlikely to be given an opportunity to voice your views about this development. Certain complying development types, such as the demolition and construction of a new building require the person who benefits from the Complying Development Certificate to issue notices at least 7 days prior to the commencement of works to neighbours (within 20 metres of the boundary of the lot where the works are to take place).

3.1 Notification of Development Applications

Notification is where Council writes to those people identified as requiring notification (e.g. adjoining and surrounding landowners, community groups etc), advising of the lodgement of a development application. Notification is for a minimum period of 14 days.



3.1.1 Who will we notify?

As a guiding principle for development applications such as new dwelling houses and alterations and additions to dwelling houses, Council will limit neighbour notification to those adjoining properties within the vicinity of a proposal as shown in **Figures 1-6**. However, for larger, more complex and/or potentially contentious applications a wider/more extensive notification area will be applied at the discretion of Council.

For neighbour notified development, the following (as a minimum) will happen:

The owners of land adjoining or opposite a proposed development including properties separated by only a walkway, driveway or laneway will be notified as shown in **Figures 1-6** and the following approach will be taken:



- i. Where the proposed development affects the entire site, owners of properties marked shaded in grey will be notified as shown in Examples 1-3;
- ii. Where the proposed development affects only the rear of the site (such as a rear yard garage, swimming pool, rear dwelling additions/alterations), owners at the sides and rear will be notified as shown in Example 4. Owners on the opposite side of the roadway will not be notified. Similar notification will occur where development is proposed at the front of a premises as shown in Example 6.

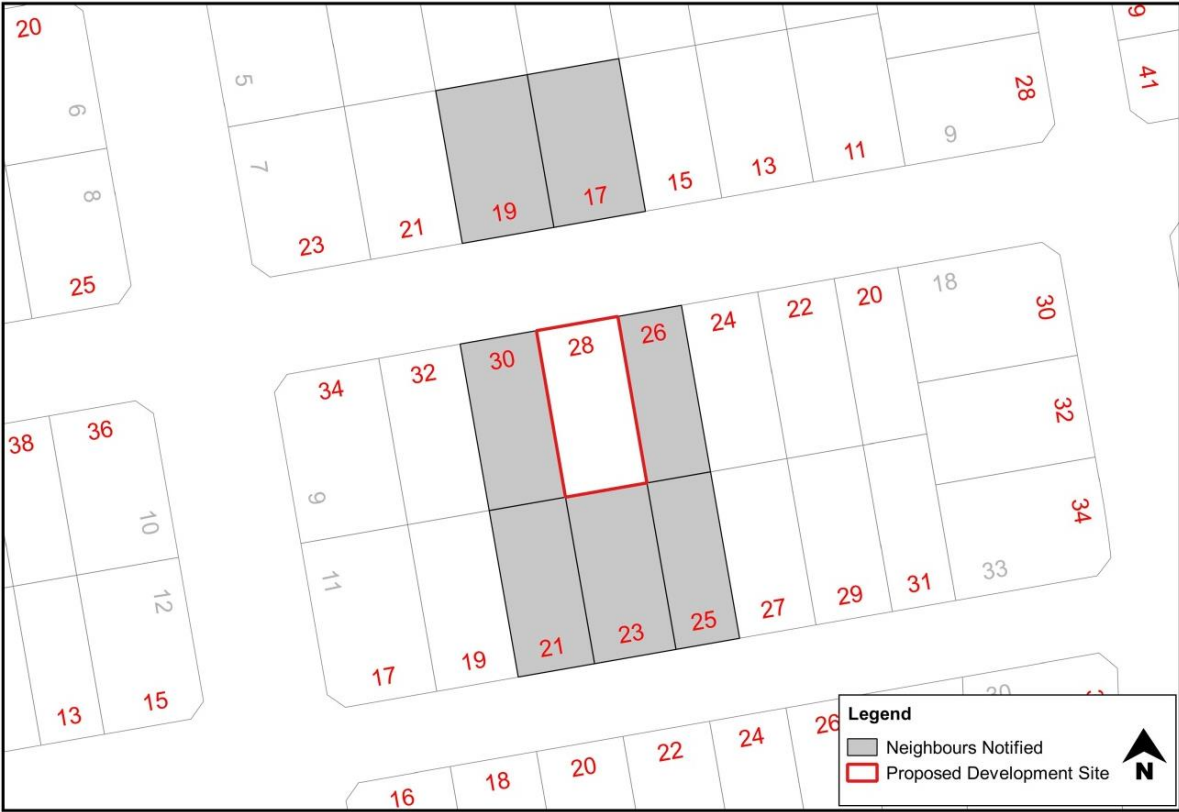


Figure 1: Example 1

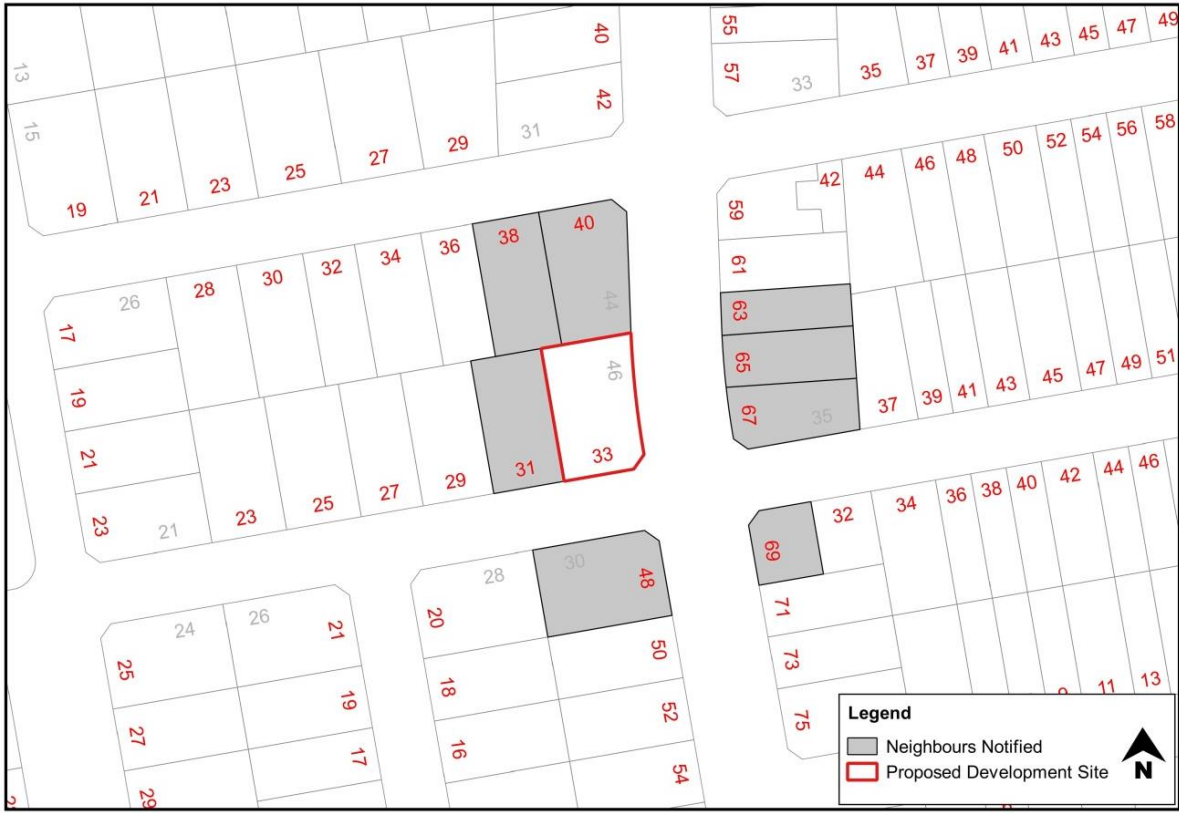


Figure 2: Example 2

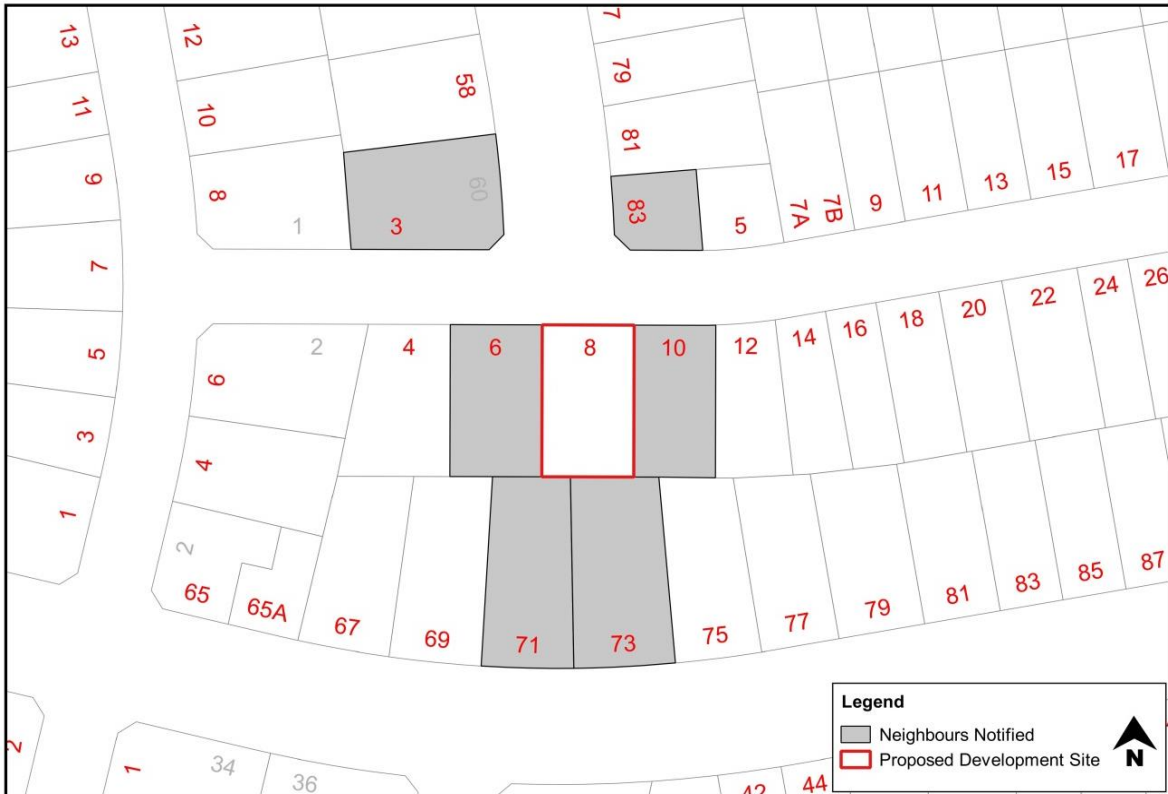


Figure 3: Example 3



Figure 4: Example 4 – Rear of site



Figure 5: Example 5 – Front of site

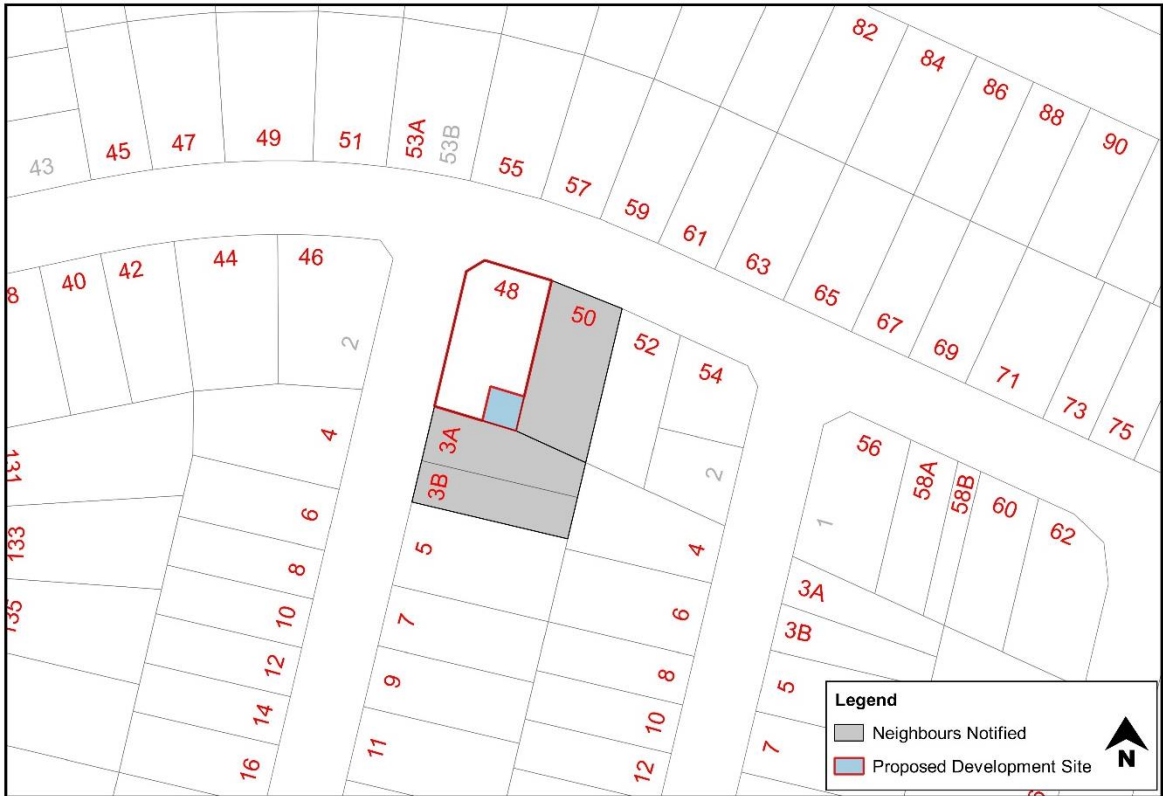


Figure 6: Example 6 – Rear corner of site

Notification of Community Groups

Council will consider notifying community groups of development applications for development in their area.

Notification of Owner's Corporations

A notice to an association for a community, precinct or neighbourhood parcel within the meaning of the *Community Land Development Act 1989*; or to an Owner's Corporation for a parcel within the meaning of the *Strata Schemes Management Act 2015*; is taken to be a notice to the owner of each lot within the parcel concerned.



3.1.2 Notification Timeframes

Council will notify the following types of developments as listed in **Table 3-1**.

Table 3-1: Notification periods - Application for development consent (non-advertised)

Development type	Timeframe
Industrial and commercial developments (excluding fit outs and/or uses of existing buildings)	14 days
Centre based Child Care facilities.	14 days
Alterations/additions to educational establishments and hospitals	14 days
Residential accommodation (excluding single storey dwellings/rural workers' dwellings, two storey dwellings/rural workers' dwellings in rural zones with significant separation distance to neighbouring properties and secondary dwellings).	14 days
First floor additions to existing dwellings.	14 days
Subdivision of land (excluding Strata title subdivision, the creation of residue lots and boundary adjustments).	14 days
Sex services premises and restricted premises	14 days
Major bulk earthworks and land-forming operations.	14 days
New road construction (excluding minor road works and upgrades).	14 days
Telecommunication facilities.	14 days
Tree removal and pruning that is likely to significantly impact on local amenity.	14 days
Developments deemed by Camden Council as being in the public interest to notify	14 days
Section 4.55 (2) Modification Applications	14 days

Did you know?

Please note that exhibition and notification periods may occur between 20 December and 10 January (inclusive). However, this period is excluded from the calculation of the minimum exhibition periods for both strategic planning and development assessment functions (Schedule 1 of EP&A Act).

Note: The information provided in the above table is accurate as at the time of publishing this plan and may have changed because of legislative updates post-publication

3.1.3 Forms of Notification

Notification Letter

The following information will be included in the notification letter:

- a) A description of the proposed development;
- b) The address of the development site;
- c) The name of the applicant to carry out the work;
- d) Advise that the plans may be inspected on Council's website, and electronically at Council's offices during business hours;
- e) How to make a submission; and
- f) The public notification period (closing date of submissions).

Signage

A sign will be placed on the development site indicating details of the proposed development which will include the same information as a notification letter. For major development proposals, where deemed necessary, multiple and/or larger signs may be placed on the site. Multiple signs will be considered where more than one road frontage exists.

Examples of DAs which may require larger signs include DA's that are required to be determined by the Local Planning Panel or Sydney District Panel; child care centres; group homes; and multi dwelling housing developments.

Use of Social Media/Website

Council may provide updates on DAs through its social media and website platforms. The updates will be linked to Council's DA tracker at <https://www.camden.nsw.gov.au/development/find-a-da/>. The update may include received DAs over a weekly period. Updates regarding certain DAs which are considered major will be determined at the discretion of Council officers.

In addition, the plans of any proposed development will be available for inspection, online through Council's DA Tracker.

3.2 Advertising of Development Applications

Advertising is where Council, in addition to writing to those people required to be notified, places an advertisement in a local newspaper advising of the lodgement of a development application. Advertising is for a minimum of 14 days unless otherwise specified by legislation or Environmental Planning Instruments.



Council will advertise the following types of developments as listed in **Table 3-2**.

Table 3-2: Publicly advertised periods – Application for development consent (advertised)

Development type	Timeframe
Advertised Development	14 or 30 days
Nominated Integrated Development	28 days
Designated development	28 days
New hospitals.	14 days
Threatened species development	28 days

Developments deemed by Council as being in the public interest to advertise	14 days
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Note: The information provided in the above table is accurate as at the time of publishing this plan and may have changed because of legislative updates post-publication.

Please note that other Environmental Planning Instruments (e.g. SEPP No.55 Remediation of Land) may state minimum exhibition timeframes for other advertised development as defined in the *Environment Planning and Assessment Regulation 2000*.

3.3 Re-notification/advertisement

Where a Development Application has been amended by the proponent prior to determination, the responsible Council officer will renotify or advertise the application if, in the opinion of Council, the environmental impact of the development has been increased. Re-notification/advertisement of DAs will be for a period of 14 days.

3.4 How can you Participate in Development Assessment?

There are a number of ways to get involved in the Development Assessment Process:

- Make a formal submission to a proposal;
- Write to the General Manager;
- Use Council's DA Tracker;
- Contact a Council officer should you require further information.

Making A Submission

Form of Submission

Submissions made in relation to Development Applications must be:

- In writing and addressed to the General Manager (marked attention to relevant Council officer);
- Clearly indicate the name, address, contact number and email address (where available) of the person making the submission; and
- Clearly include the grounds of the submission (issue/objection/support).

Submissions should be lodged with Council by the conclusion of the notification or exhibition period as specified in **Tables 3-1** and **3-2**. Notwithstanding, any submission received prior to the final determination of a development application will be considered as part of the assessment process.

Consideration of Submissions

Council officers will endeavour to resolve issues during the exhibition/notification period. However, in some circumstances this may not be possible and will be addressed as part of the assessment.

All submissions will be considered as part of the assessment of planning matters including applications for modifications of development consent and a review application made under Division 8.2 of the Act.

Concerns raised in submissions may be forwarded to the applicant for their response or consideration. The names and addresses of objectors will not be disclosed to the applicant where the person/s who make the submission specifically requests that their names and addresses not be disclosed to the applicant.

Submissions may be summarised in assessment reports for Development Applications. These documents may include names and addresses of those who made submissions.

For a submission to be counted as an individual submission it would need to be in substance unique, distinctive or unlike any other submission. By way of example, this would prevent form letters and petitions being counted more than once toward the total number of unique submissions. Similarly, a single submission signed by 10 people would count as one unique submission.

One individual, or one household, could potentially submit multiple unique submissions. Separate unique submissions can be made in relation to the same issue. Council officers assessing the proposal or coordinating the project are best placed to determine whether a submission is 'unique'.

Council will give notice of the determination of an application to each person who makes a written submission. For a submission containing multiple signatories, the first signatory will be advised.

3.5 Camden Local Planning Panel (CLPP)

Local Planning Panels are in place so that the process of assessment and determination of development applications (DAs) that are sensitive; contentious; depart from a development standard; or where there is a potential conflict of interest, is carried out in a transparent and accountable manner. Please refer to CLPP's operational procedures on Council's website for information regarding the consideration of submissions and public address requirements. The link to the procedures is provided below.

<https://www.camden.nsw.gov.au/development/camden-local-planning-panel/>

3.6 Sydney Western City Planning Panel (SWCPP)

Sydney Planning Panels are in place so that the process of assessment and determination of DAs that are of a higher value; sensitive; and / or of strategic importance is transparent and accountable

In making a determination, the SWCPP will have regard to the council staff assessment report, public submissions made during exhibition, relevant planning legislation and policies, and the views heard from the community at the public meeting.

Anyone who wishes to address a planning panel at a public meeting must register with the Secretariat beforehand. For more information call 02 8217 2060 or email enquiry@planningpanels.nsw.gov.au

For further information regarding the SWCPP please refer to the Regional Planning Panel Operations and Procedures Manual via the link below.

https://shared-drupal-s3fs.s3-ap-southeast-2.amazonaws.com/master-test/fapub_pdf/SRPP+Publications/Planning+Panels+Operational_Procedures_2016.pdf

GLOSSARY

Planning Term	Definition
State Environmental Planning Policy (SEPP)	An environmental planning instrument developed by DPIE, that relates to planning matters that are state significant or are applicable across the state.
Codes SEPP	The Codes SEPP is a State Environmental Planning Policy which sets out pre-determined development standards for Exempt and Complying Development.
Sydney Region Growth Centres SEPP	An EPI developed by Department of Planning, Industry and Environment (DPIE) which sets out the planning framework for land identified as part of the Growth Area.
Camden Local Environment Plan 2010 (Camden LEP 2010)	Councils environmental planning instrument (EPI) which sets out the planning framework for the LGA (excluding Growth Areas rezoned).
Local Strategic Planning Statement (LSPS)	Council's vision for the LGA. The LSPS is to be reviewed every 7 years. It covers strategic planning matters, as well as identified planning priorities which are supported with actions to help achieve the overall vision for the LGA.
Contribution Plans	A plan developed by council for gaining financial contributions from new developments towards the cost of new and upgraded public amenities and/or services required to accommodate the new development.
Development Control Plans	A plan that provides detailed planning and design guidelines to support planning controls in an EPI.
Planning Proposal	<p>Is an application to amend planning controls in the Camden LEP 2010 or Growth Centres SEPP.</p> <p>A Planning Proposal could include the change in zoning on the site, the type of permitted land uses allowed to be undertaken or development standards applied to certain properties.</p>
Gateway Determination	A gateway determination is issued by DPIE following an assessment of the strategic merit of a planning proposal. Once conditions of a Gateway Determination are met, Council can proceed to public exhibition.
Camden Local Planning Panel (CLPP)	Camden's Local Planning Panel is a panel of three independent expert members and a community

	<p>member who determine certain development applications made to local Councils. The Panel are also required to provide advice on Planning Proposals prior to proceeding to a Gateway Determination (if endorsed by Council).</p> <p>Local Planning Panels are in place so that the process of assessment and determination of development applications (DAs) of high value, corruption risk, sensitivity or strategic importance is transparent and accountable.</p>
Development Application	An application to propose development which is assessed against the Camden LEP 2010 or Growth Centres SEPP, Development Control Plans and any other policies relevant to the proposal.
Advertised Development	The form of notice for advertised development will include the requirements under the Environmental Planning and Assessment Act 1979.
Designated Development	Development classed as ‘designated’ requires particular scrutiny of its nature or potential environmental impacts. Designated development includes development that has high potential to have adverse impacts because of their scale or nature or because of their location near sensitive environmental areas. Schedule 3 of the <i>EPA&A Act</i> lists designated development types.
Nominated Integrated Development	<p>Nominated Integrated Development is development that requires an approval from an external authority under the following legislation:</p> <p>(a) the <i>Heritage Act 1977</i></p> <p>(b) the <i>Protection of the Environment Operations Act 1997</i></p> <p>(c) the <i>Water Management Act 2000</i></p> <p>(d) Threatened Species Development</p>
Complying Development	Complying development combines planning and construction approval for any development that meets pre-determined standards identified in the Codes SEPP. Either a Council certifier or a private certifier will need to assess whether your proposal is complying development and, if it is, will issue a complying development certificate (CDC).

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