



New South Wales

PARLIAMENTARY COUNSEL'S OFFICE

Information sheet on the Online notification of delegated Local Environmental Planning Instruments

Once the LEP, and any map cover sheet, has been signed by the Council's delegate, send a request to the applicable regional office of the Department of Planning and Environment for online notification of the LEP on the NSW legislation website. The LEP that will be notified is the one held by PCO for which the Opinion was given. Delegated LEPs must not be re-typed or altered in any way. If changes to the LEP are required, contact the PCO. The map cover sheet and maps are the responsibility of the delegate.

It is anticipated that the LEP will generally be notified on a Friday following the established weekly legislation cycle. However, urgent or delayed notification can be arranged at other times if required.

For normal notification on a Friday the request should be sent to the applicable regional office of the Department of Planning and Environment by 12 noon on the Tuesday of that week. Requests for special notification should be made by telephone to the regional office as soon as possible, and any request by the Department to PCO for special notification should be made preferably no later than 10.00 am on the day in question.

Requests should be sent by email to the applicable regional office of the Department of Planning and Environment.

The request to the applicable regional office of the Department of Planning and Environment should include the full name of the LEP and PCO's file reference (which you can find on the top of the Opinion relating to that LEP or on the bottom left hand side of the LEP itself). It should also include the name and position or office of the delegate who signed the LEP and map cover sheet (if applicable). The front page of the signed LEP, the Opinion relating to the LEP and the complete signed map cover sheet (if applicable) must also be included with the request. The maps that relate to any map cover sheet must be supplied to the applicable regional office of the Department.

Parliamentary Counsel
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