# TEMPLATE

# Request to draft a local environmental plan

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| Date of instructions |  |
| Planning proposal number | [Insert planning proposal number] |
| Land address and description | [Insert address and Lot/DP or other description of land] |
| Principal instrument | [Insert name of LEP being amended] |
| Proposed amendment number | Amendment No [\*] |
| Amendment proposed | Maps only/Text only/BothNB: An LEP that amends maps only is not drafted by PCO and the request should be sent directly to the Department at [mapinstrument.drafting@dpie.nsw.gov.au](mailto:mapinstrument.drafting@dpie.nsw.gov.au). |
| Consistent with gateway determination | Yes/No |
| Relevant provisions | [Specify the provisions of the LEP that are relevant to the proposal] |
| Relevant maps | [Specify the maps that are being amended or are relevant to the proposal] |

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| Background | The planning proposal was approved by a delegate of the Minister for Planning in a gateway determination dated [insert date and include any gateway determination amendment dates].The planning proposal was publicly exhibited from [insert date] to [insert date]. |
| Instructions | [Include a detailed explanation of amendments proposed, including text amendments and map amendments. Do not include proposals in the form of draft provisions.] |
| Timeframe | [If you would like the LEP completed by a specific date, please specify. If there is no specific date, please add “Routine”]PCO aims to draft LEPs for Councils as quickly as possible. Exact timeframes for drafting and finalising an LEP depend on the complexity of the project, the time taken for Council to respond to each draft, and PCO workloads, which vary over the year. |

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| Contact | [Insert name, role, phone number and email address] |
| Alternate contact | [Insert name, role, phone number and email address] |
| Endorsed by | [Insert name, role and signature] |
| Attachments | List all attachments (e.g., gateway determination, planning proposal, etc) |

# EXAMPLE OF COMPLETED TEMPLATE

# Request to draft a local environmental plan

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| Date of instructions | 15 February 2023 |
| Planning proposal number | PP\_2018\_ABCDE\_001\_00 |
| Land description and address | Lot 22, DP 1111222, 13 Railway Road, Oldtown  All land in Zone RE2 |
| Principal instrument | *Oldtown Local Environmental Plan 2014* |
| Proposed amendment number | Amendment No 14 |
| Amendment proposed | Both maps and text |
| Consistent with gateway determination | Yes |
| Relevant provisions | Clause 1.7  Land Use Table, Zone RE2 Private Recreation  Schedule 1  Schedule 2 |
| Relevant maps | Additional Permitted Uses Map |

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| Background | The planning proposal was issued with a gateway determination dated 1 March 2022. The gateway determination was altered on 5 July 2022. The planning proposal was publicly exhibited from 24 September 2022 to 21 October 2022. |
| Instructions | Text amendments:   1. Car parks should be permitted with development consent in Zone RE2 Private Recreation in the Land Use Table. 2. Retail premises should be permitted with development consent on Lot 22, DP 1111222, 13 Railway Road, Oldtown. The area will be identified as “Area 3” on the APU map. The land is currently in Zone SP3 and retail premises are prohibited in Zone SP3 under the Land Use Table. The development should only be permitted if the area used for retail premises is less than 3,000m2. 3. Business identification signs should no longer be exempt development under the LEP. The clause relating to business identification signs in Schedule 2 can be removed.   Map amendments:   1. Amend the APU map to mark Area 3. 2. I confirm that the amended maps are currently being finalised and have been provided to the relevant officers at the Department. |
| Timeframe | Routine |

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| Contact | Anne Wong, Senior Planner, Oldtown Council, 02 9321 5555, [anne.wong@oldtown.nsw.gov.au](mailto:anne.wong@oldtown.nsw.gov.au) |
| Alternate contact | Stephen Dokic, Manager, Oldtown Council, 02 9321 5556, [stephen.dokic@oldtown.nsw.gov.au](mailto:stephen.dokic@oldtown.nsw.gov.au) |
| Endorsed by | Pamela Catt, General Manager, Oldtown Council |
| Attachments | 1. Gateway determinations 1 March 2022 and 5 July 2022 2. Planning proposal 20 September 2022 3. Letter from Rural Fire Services to Council 3 September 2022 |