

ITEM 2 COMMUNITY PARTICIPATION PLAN (2019) - FOR ADOPTION

Community Participation Plans (CPPs) are a new requirement under the *Environmental Planning and Assessment Act 1979* (the Act). A CPP outlines how and when planning authorities engage with the community across their planning functions. Council is required to have the final version of the CPP published on the NSW Planning Portal by 1 December 2019.

On 23 September 2019, Council considered a report on the draft Community Participation Plan (CPP) and resolved to exhibit the draft Plan. The draft Plan was exhibited from 25 September 2019 to 23 October 2019. The CPP will replace Wollongong Development Control Plan 2009 – Appendix 1 Public Notification and Advertising Procedures, which currently outlines how Council exhibits development applications. Two submissions were received.

It is recommended that the Community Participation Plan (2019) (Attachment 1) be adopted and the current DCP Appendix be repealed.

RECOMMENDATION

- 1 The Community Participation Plan (2019) be adopted.
- 2 The Wollongong Development Control Plan – Appendix 1 Public Notification and Advertising Procedures be repealed.
- 3 A notice be placed in the local newspaper advising of the above actions.

REPORT AUTHORISATIONS

Report of: Chris Stewart, Manager City Strategy

Authorised by: Linda Davis, Director Planning + Environment - Future City + Neighbourhoods

ATTACHMENTS

- 1 Community Participation Plan (2019)

BACKGROUND

Wollongong Development Control Plan 2009 – Appendix 1 Public Notification and Advertising Procedures, currently outlines how, when and for what period Council exhibits development applications and modifications.

On 1 March 2018, amendments to the Environmental Planning and Assessment Act 1979 (the Act) commenced including a requirement for all councils to prepare a Community Participation Plan (CPP) by 1 December 2019. In October 2018, the (then) Department of Planning and Environment exhibited a draft Community Participation Plan for that organisation, and as a template. The stated purpose of a CPP is to provide a single document that the community can access that sets out all of council's community participation requirements under the planning legislation, including all minimum mandatory exhibition timeframes.

Currently, councils outline community participation requirements for Development Applications via Wollongong Development Control Plan 2009 – Appendix 1 Public Notification and Advertising Procedures. Other councils use other methods including a notification Development Control Plan and community engagement plan or strategy prepared under section 402 of the Local Government Act 1993. This includes information setting out specific exhibition timeframes (sometimes referred to as notification periods) for types for development applications.

The State requires councils to transfer all its planning functions community participation requirements (sometimes referred to as notification, advertising or submission periods) from Development Control Plans to their CPP or a community engagement strategy prepared to meet the CPP requirement.

Planning functions include the exhibition of development applications, draft Planning Proposals and draft Planning Policies. The CPP only applies to planning functions and not other exhibition requirements, for example draft Plans of Management exhibited under the Local Government Act 1993.

The CPP should be clear about what is meant by public exhibition, which could be described as -

- giving notice to individual land owners / occupiers
- determining an appropriate exhibition timeframe
- advertising the exhibition notice, including how submissions can be made
- making documents publicly available.

A CPP should include all other non-mandatory community participation commitments including when extended public exhibition will occur or targeted consultation.

On 23 July 2018, Council adopted the Community Engagement Policy which details how, why and when Council engages with the community on all projects. Despite Council having this overarching policy, Council is still required to prepare a CPP.

PROPOSAL

On 23 September 2019, Council endorsed the draft CPP for exhibition. The exhibition period was from 25 September 2019 to 23 October 2019. During this time two submissions were received - from Neighbourhood Forum 5 and a resident.

The following issues were raised –

Submission Author	Issues Raised	Response to Issues
Neighbourhood Forum 5	Require applicants of major development proposals, planning proposals or planning agreements to consult neighbours / community groups prior to lodging.	Council encourages applicants to consult with the local community and residents, however is not able to mandate this practice. The draft CPP indicates this under the heading ' <i>Before Lodgement</i> '.
	Require the application of the Community Engagement Policy principles when determining the level of notification, based on the possible environmental and social impacts of the proposal.	This process already occurs. Council's commitment to engaging with the community is present throughout the document. Reference is also made within the CPP to the Community Engagement Policy, which this Plan sits underneath.
	Include opportunities for mediation and alternative dispute resolution in contentious or complex situations.	There is no provision under planning legislation for mediation and dispute resolution through the assessment process. Assessing officers do however consider and respond to issues raised through submissions. Furthermore, we also have legislated independent panels (ie LPP) providing expert peer reviews and public hearings on all sensitive DAs.
	Require Council review the description of the actual proposal rather than rely on that of the proponent, as this is sometimes misleading.	Application descriptions are reviewed by Council officers before notification commences to ensure that notification is accurate.

Submission Author	Issues Raised	Response to Issues
		<p>However, applicants describe the development they are proposing on lodgement documents. This information guides the notification description, following preliminary review of the submitted documents.</p>
	<p>Ensure user friendly access to information on Council's website.</p>	<p>Council's website was updated in August 2019 and was designed to be more accessible for everyone.</p>
	<p>Include a reference to the free "Planning Alerts" web site which enables residents to be notified automatically when a Development Application is lodged within a nominated distance of their property.</p>	<p>This suggestion is supported and has been implemented on page 6 of the CPP, under the heading Where You Can View Proposals.</p>
<p>Resident Wollongong</p>	<p>Stated agreement with NF5 submission points.</p>	<p>Noted.</p>
	<p>The description should be expanded to include more detail on proposal, including number of units, levels and bedrooms, parking, and any variations to Council's plans and policies.</p>	<p>Application descriptions are reviewed by Council officers before notification commences to ensure that notification is accurate. For larger more complex proposals, significant detail is usually provided such as proposed demolition, development type, number of units, parking and tree removal.</p> <p>Variation information is generally available within the Statement of Environmental Effects, or as separate documents. These are available to view during the notification period from Council's notification web page.</p>
	<p>The Development Application (DA) file should include a copy of the DA, estimated cost, which properties were notified, a copy of the notification letter and the name of the developer and applicant.</p>	<p>Council must consider privacy matters before reprinting or providing documents for public inspection. However, some of this information can be viewed by interested parties through a GIPA (Government Information Public Access) request with Council, unless information has been requested to be suppressed.</p>
	<p>Where the proposal is next to a park and may impact, newspaper notification should occur.</p>	<p>Council consults with the Property and Recreation Division about such applications. If further notification is recommended, the request would be considered as part of the assessment process by the relevant Manager and Assessing Officer.</p>
	<p>28 day notification should apply for Joint Regional Planning Panel (JRPP) matters, or where DA does not meet LEP or DCP</p>	<p>JRPP is now known as the Regional Planning Panel (RPP). RPP matters are advertised according to their development</p>

Submission Author	Issues Raised	Response to Issues
	controls.	<p>type in Schedule 2 of the CPP and as required by the Department of Planning, Industry and Environment. There is no distinction for the various determination pathways.</p> <p>If an LEP departure is proposed as per Schedule 2 of the draft Plan, a 14 day notification period applies. DCP variations do not trigger different notification requirements. Notification requirements contained in the CPP are considered appropriate and align with the assessment process provided for under legislation.</p>
	If a proposal will affect properties in a street by driving past, those properties should be notified, not just those adjacent the site.	<p>Council notifies such persons as required by the EP&A Act and in accordance with the applicable schedule. If properties beyond the immediate vicinity the site are potentially adversely affected, the relevant Manager has the option to choose to notify them of the proposal.</p> <p>Such an application is also likely to be referred to Councils Traffic Engineer to review the likely impacts on the local road network.</p>
	If properties will lose their view, they should be notified where possible.	<p>Council notifies property owners and occupants as required by the EP&A Act and in accordance with the applicable schedule. If a significant view impact is proposed, Council endeavours to consult with those affected, where possible.</p>

Additional minor changes are proposed post-exhibition, including -

- 1 The inclusion of Appendix 1 which lists pages hyperlinked within the online document. This ensures that those who access a printed version of the plan can locate the pages at a later time.
- 2 The addition of the recommendation that people sign up to the Planning Alerts website in 'Where you can view proposals' as recommended in the submission.
- 3 Providing a new title page picture to distinguish the 2019 plan from the previous DCP Chapter.
- 4 Modifications to make the CPP more plain English and easier to navigate.
- 5 The timeframe for notifications that occur over the Christmas period has changed to align with the EP&A Act. Council will not publicly exhibit any new Development Applications between 20 December any year and 10 January the following year, and the days are not included in the exhibition period. The new timeframe assists in speeding up the Development Application assessment process and is also less onerous for applicants. Sufficient time remains for the community to view applications and respond to submissions over the Christmas period.
- 6 The timeframe for Council to acknowledge receipt of submissions has been reduced from 14 days to 7 days in Appendix 1 of the Wollongong DCP 2009. Email submissions to Council's direct email

address are automatically acknowledged. This reflects common practice, whilst allowing for unavoidable delays in traditional mail.

- 7 In Schedule 3 – Applications Where Exhibition Is Not Required, the text has been simplified.
- 8 Also, to enhance customer service to small business operators within the LGA, more exclusions have been added to Schedule 3. The Small Business Team advised that notification of these types of applications was an unnecessary cost for small business owners and often caused unnecessary delays and never received submissions. The exceptions listed ensure that small business DAs - near residential dwellings, or sensitive uses, will be notified. Manager's discretion to notify applications that may be controversial remains. Therefore, the general interests of the community are not considered to be diminished by this change.
- 9 As required by the Department of Planning, Industry and Environment (the Department), the CPP has been written in plain language to make an easily understood document that will encourage community participation in planning.

The draft CPP is structured in a sequence which reflects the notification process. Planning functions are firstly defined with information provided that is pertinent to that category. The CPP then explains how members of the community can participate in the planning functions of the Council. This includes details on how to make submissions and what information should be included. Details on how Council will respond and provide information on determinations follows.

Links are provided within the draft CPP to relevant pages of Council's, and the Department's website. This allows community members easy access to further detail on certain topics, without needing to repeat definitions and processes not required within the CPP. The principles of Community Engagement are also incorporated into the document, without replicating the entirety of the Community Engagement Strategy.

This makes the CPP a much easier plan to navigate than the previous notification policy, as it is more user friendly, and therefore inclusive.

The draft Plan includes Sections 13 - Matrix notification requirements for Development Applications and Section 1.3 – Applications for which notification/advertising is not required from Appendix 1. They have been revised and updated, in consultation with Managers and staff from Development Assessment and Compliance, and are included as Schedules 2 and 3 respectively.

CONSULTATION AND COMMUNICATION

The draft Plan was exhibited from 25 September 2019 to 23 October 2019. Copies were available on Council's website and at Council's Administration centre and libraries.

In accordance with legislative requirements, an advertisement was placed in the Wollongong Advertiser on 25 September 2019 and notification emails outlining the public exhibition and methods of making a submission were sent to relevant stakeholders on 25 September 2019.

Council's Have your Say page was viewed 86 times and 49 documents downloaded.

Two submissions were received by Council during public exhibition.

The updates to the Plan have been discussed with the Development Assessment & Certification Division and members of the Community Engagement Team. Internal feedback helped shape the final draft Plan.

PLANNING AND POLICY IMPACT

The Community Participation Plan is required to be adopted by 1 December 2019. If not, all development applications are required to be notified.

This report contributes to the delivery of Our Wollongong 2028 goal "We are a connected and engaged community".

It specifically delivers on core business activities as detailed in the Land Use Planning Service Plan 2019-20.

CONCLUSION

The Community Participation Plan is an important policy for the Council and incorporates updates to Appendix 1 of the Wollongong DCP 2009.

This report outlines the proposal to update the existing Plan following exhibition, to incorporate minor amendments.

It is recommended that the Community Participation Plan (2019) (Attachment 1) be adopted.



COMMUNITY PARTICIPATION PLAN



2019



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INTRODUCTION

The Community Participation Plan (CPP) outlines how Council will inform and engage with the community about planning and development matters. The CPP also provides information on how you, as the community, can participate in planning matters.

Council's [Community Engagement Policy](#) covers other matters not directly related to planning.

The CPP applies to all land within the Wollongong Local Government Area (LGA) and sets out public exhibition requirements for planning matters, as required by the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 (EP&A Act).

This plan replaces the Wollongong Development Control Plan 2009 – Appendix 1 Public Notification and Advertising Procedures.

The CPP provides notification and engagement requirements for all planning matters, including;

- Development Application (DA) determinations
- Preparation of strategic plans
- Planning proposals
- Other relevant planning policies
- Decisions made by the Local Planning Panel (LPP).

The CPP reflects our community engagement objectives which we use to guide our notification strategies when inviting you to participate in local planning.

We will review this Plan, periodically.

WHAT IS COMMUNITY ENGAGEMENT?

Community engagement is how we reach out and encourage you, our community, to talk with us about plans, projects and policies that may affect you. It is about asking and listening to the community to help us make decisions. We recognise that the community has an interest, and a right, to be informed about planning matters and given opportunities to participate in strategic planning for our LGA.

Community Engagement is important, it:

- Informs decision making
- Builds relationships and trust
- Strengthens community
- Builds a sense of belonging, and
- Keeps the community informed.

Our commitment to community engagement is detailed in the [Community Engagement Policy](#). This policy can be found on our website.

We are committed to the following principles for community engagement:

1. We aim to be flexible
2. We will be inclusive
3. We believe community engagement is important for good governance
4. We aim to effectively plan each engagement
5. We will give you feedback.

Public Exhibition

Public exhibition is when we put documents and information on public display, for people to learn about and comment on. There are mandatory and non-mandatory consultation and exhibition requirements for planning matters which we must follow. Mandatory requirements for community participation are set out by Section 2.6 of the EP&A Act and the Environmental Planning & Assessment (EP&A) Regulation 2000. This includes the minimum exhibition periods, the way public notification should happen and the requirement to provide reasons for planning decisions made, such as for development assessments. If a particular matter has a different exhibition or notification period that applies under the EP&A Act, the longer period applies.

Exhibition Types

If a planning matter needs to be exhibited, we may do any, or all, of the following:

- make documents publicly available
- decide an appropriate exhibition timeframe (where non-mandatory)
- give written notice to individual land owners / occupiers
- advertise the exhibition notice and advise how submissions can be made
- use social media
- hold an information session or workshop.

Plan Making and Strategic Planning

Council manages how most land in our LGA is used, protected, or developed. This includes where new roads or buildings should go, or how many houses can be built in a certain area. We have development controls to make sure buildings and public areas are safe, well designed, and meet planning rules set by the State Government. Development also includes activities like holding a big event, running a business or demolishing a building.

When we prepare new policies, such as Local Strategic Planning Statements, Planning Proposals, [Local Environmental Plans](#) (LEPs), [Development Control Plans](#) (DCPs), Community Participation Plans (CPPs) and [Development Contributions Plans](#), we will seek comments from the community. We will also consult with the community, in line with the EP&A Act, when we seek to amend a policy, or rezone a parcel of land. We want to hear your views, involve you in creating shared visions, and finding solutions to questions affecting our community.

Development Applications

A Development Application (DA) is a formal request for consent to carry out a proposed development, such as erecting a building, subdividing land, or changing the use of land. DAs have different classifications and these determine the length of the notification period. This ranges from no exhibition or short exhibition periods for minor proposals and longer exhibition periods for more complex DAs.

The length of time a DA is notified, if required, is shown in **Schedule 2** at the end of this policy. If a DA needs to be notified or advertised, the applicant will be charged a notification fee, in line with the [adopted fees and charges](#).

Schedule 3 lists DA types which don't require notification because they propose minor development. Development not mentioned in the schedules will only be notified if the responsible Assessing Officer, or Area Manager, decides this should happen.

There are [types of development](#), such as Exempt and Complying, which may not need to be notified. They are assessed under various state policies and not always by Council. Further information is available on the website.

If you are unsure if a DA should be notified, please call us on 4227 7111.

Our Commitment

We are committed to listening to community support, or concerns, that may arise from DAs and other planning matters.

All involved can be confident of an impartial, fair, and transparent assessment process.

Before Lodgement

Before you lodge a DA or Planning Proposal, we highly recommend that you discuss your draft proposal with adjacent landowners, and neighbours who may be interested. This allows any potential issues to be discussed early in the process and may allow some matters to be resolved before lodgement.

Complex and larger proposals, which have the potential to be controversial, should be raised with those in the community who may be affected, before the proposal is lodged with Council to be assessed. This can include:

- Local Community Groups
- Chambers of Commerce
- Neighbourhood Forums.

KEEPING YOU INFORMED

How you will be notified of a proposal

Council will write to you if you or your property is likely to be affected by a DA, or new policy. This includes land owners, occupants, neighbours, businesses and the general public. This is so everyone has a chance to raise any concerns, provide support, make a comment or provide useful information - before a planning decision is made.

If you think you should have been notified about a planning matter, but did not receive a letter, please call us on 4227 7111 and let us know.

1. Development Applications

If a complete DA is lodged, notification normally happens within a few days. If more information is required from the applicant, notification will be delayed until this information is received.

Generally, written notification of an application will be sent to adjoining property owners and occupants. Some notifications may extend to include those within the immediate locality.

For major or potentially contentious applications, the notification area may be extended, depending upon the nature and potential environmental impacts associated with the proposal.

If a design changes greatly during the assessment period, or additional supporting information is supplied, a DA may need to be re-notified. The decision to re-notify will be made by the responsible Assessing Officer and Area Manager.

Some proposals require the DA, letters or emails to be shared with a public authority, (e.g. government departments and statutory authorities like the NSW Rural Fire Service) where approval is required, or where we require specialist advice.

- Where a DA may affect property owners of land outside Wollongong City LGA, Council will write to the neighbouring Council to alert them to the proposal.
- Where the DA has an associated **Planning Agreement**, the Draft Planning Agreement will be reported to Council for endorsement and exhibited for a minimum period of 28 days.
- If a DA is subject to an appeal in the NSW **Local Environment Court**, and you sent in a submission, you will be notified of the appeal where it has been listed for conciliation or hearing.
- If a DA is subject to a **Review of Determination** (via Section 8.2 of the EP&A Act) we will notify the application in the same way as the original application.

Christmas period.

We will not start the exhibition of any DAs between 20 December and 10 January (inclusive), the next year, and these days are not counted within an exhibition period which has already started. Following this, any DAs that are required to be exhibited, will be exhibited for at least 14 calendar days, or longer if required by Schedule 1.

2. Planning Proposals

A planning proposal is a request to change how land is zoned so certain types of development can go ahead. When we prepare or assess a Planning Proposal, the public will be notified as soon as possible, to measure community interest. For minor proposals, the Planning Proposal may not be exhibited until we receive the Gateway Determination from the Department of Planning, Industry and Environment, advising the minimum level of consultation needed. The exhibition of new or amended Planning Proposals will not start, or finish, during school holidays.

We recommend discussing a planning proposal with adjacent landowners before submitting it to Council. This allows any potential issues to be discussed early on in the process, and may allow some matters to be resolved before it is considered by Council.

A report on feedback received in submissions will be considered by Council, after exhibition. If you made a submission, Council will let you know the report dates and what decisions have been made. You may also have opportunity to address Councillors at Council meetings, through a Public Access Forum.

Public hearings may be held for some Planning Proposals, such as the reclassification of community land to operational land. Where the Planning Proposal has an associated Planning Agreement, the Draft Planning Agreement will be reported to Council for endorsement and exhibited for a minimum period of 28 days.

If there are significant changes to a Planning Proposal before it is adopted, and you were originally notified or made a submission, we will notify you of those changes. Minor changes are unlikely to be re-notified. Specific detail on [The Gateway Process](#) and the making of Local Environmental Plans can be found on the [Department of Planning, Industry and Environment's](#) website and in Council's [Planning Proposal Policy](#).

3. Planning Policies

Planning policies are prepared by Council to inform and guide development decisions within the LGA, such as Development Control Plans. We update them regularly and will generally invite the community to comment on new policies, or changes to existing policies, before they are put into place.

We will tailor community engagement strategies in the lead up to notification and exhibition, to target those who may be interested or impacted. Methods may include reviewing documents and providing comment, community surveys and workshops, or we may ask you to visit [Council's website](#).

When Council makes or amends a Planning Policy, the public will generally be notified when the draft policy is ready for public exhibition. The exhibition timeframe depends on the type of document prepared or updated, as well as the level of community interest. **Schedule 1** lists the minimum mandatory timeframes for the various planning functions. When we prepare some policies, we may seek community input before the policy is drafted, so that the community has an opportunity to help inform the plan.

Following exhibition of a draft policy, we will review all submissions received and the draft policy will be updated to include any relevant or necessary changes.

When a new, or amended, Planning Policy is to be adopted, Council's website will be updated with the relevant details.

School Holidays

The exhibition of a new or amended Planning Policy will not start, or finish, during school holidays.

WHERE YOU CAN VIEW PROPOSALS

If you receive a notification letter, it will explain how you can view the relevant documents.

For everyone else, you can find information about proposals that are open for comment via the following:

- The [View an Application](#) page on our website
- Council's online [community engagement site](#)
- Council's Customer Service Centre, Ground Floor Administration Building, 41 Burelli Street Wollongong, between 9am and 5pm weekdays
- For some DAs, information may be available in your nearest [library](#) branch
- [Current LEP Proposals](#) on The Department of Planning Industry and Environment website
- Newspaper (Integrated and Designated development only)
- **Planning Alerts** - Email alerts of planning applications near you: www.planningalerts.org.au.

HOW YOU CAN PARTICIPATE

Submissions – Join the Conversation

Anyone with an interest in a planning matter is welcome to make a submission. If you're objecting or supporting, you need to give a clear reason why, e.g. how the proposed development may impact on you, or your property. We also encourage people to share positive suggestions or recommendations to improve the final outcome. Submissions must be received by close of business on the last day of the notification period and include the following information:

- (a) Addressed to the GENERAL MANAGER;
- (b) Application Number and location, or policy name;
- (c) Address of the property; subject of the application;
- (d) Your address; (so we can inform you of the outcome);
- (e) Date of submission;
- (f) State the reasons for support or objection expressed in the submission. You may include maps and photos;
- (g) Solutions or suggestions for possible changes that could provide a better outcome; &
- (h) Reply postal address and daytime contact telephone number.

Extensions

In certain circumstances, the relevant Area Manager may approve an extension to the closing date for submissions. Extensions will generally only occur for major applications and when it is considered reasonable. This may allow people who are interested in the proposal the opportunity to thoroughly review it and any accompanying specialist report(s), before making a submission. Such extensions will appear on the relevant website.

Privacy

Submissions are public documents, and other people can view them on request, so make sure you read our [privacy statement](#) before you comment.

You are required to tell us if you have made a reportable [political donation or gift](#). It is an offence not to make this information known under the EP&A Act. It is also an offence to make an incorrect disclosure statement. Under the Local Government Act 1993, submissions must be made available for public inspection and will not remain confidential.

If you wish to keep personal details within your submission private, a statutory declaration must be completed along with a request to keep the information private. These requests are considered and determined in accordance with the Privacy and Personal Information Protection Act 1998.

All submissions received within the notification period will be considered when the notification period finishes. Comments on social media will not be treated as submissions.

Submit your feedback, in writing, in the following ways:

- Personal delivery: Council's Customer Service Centre, Ground Floor Administration Building, 41 Burelli Street Wollongong, between 9am and 5pm weekdays;
- Post: Locked Bag 8821, Wollongong DC, NSW 2500
- Email: council@wollongong.nsw.gov.au
- Online: A submission may be made for each exhibited application directly via the online [Application tracking](#) page.

If you need assistance to provide feedback in a different format please contact 4227 7111, or visit our Customer Service Centre at 41 Burelli Street Wollongong.

HOW WE WILL RESPOND

When we receive your submission, we will write to you within 7 days confirming that it has been received. If there are numerous names on the submission, or it is a petition, we will send the reply to the head signatory. This letter will not respond to any issues raised in the submission.

If a proposal is amended while it is being considered, any person who has provided feedback on the application may be contacted about the amendments. The decision to do this is made by the Assessing Officer/Area Manager. Minor changes are generally not re-notified.

All submissions received within the exhibition period will be considered, and referenced in the Assessing Officer's report. If a submission is received after the closing date, it may not be possible to consider it in the assessment. Individual replies to questions raised in submissions are not guaranteed.

HOW TO VIEW DECISIONS

All [Development Determinations and Assessment Reports](#) are available on Council's website. If you were notified about a DA, or you wrote a submission, you will be contacted to let you know what decision was made. We will also tell you where you can review the reasons for the decision, and how submissions were taken into account.

Decisions made by the [Wollongong Local Planning Panel](#) and the [Southern Regional Planning Panel](#) are available on their respective webpages. If you made a submission, or addressed the panel, you will be notified of the decision. You can also view the decision, assessment report and panel commentary on the respective web pages.

Planning proposals can be tracked on The Department of Planning, Industry and Environment's [online tracking system](#).

When a new or amended Planning Policy is to be adopted, Council's website will be updated with the relevant details.

SCHEDULE 1- MINIMUM EXHIBITION TIMES

Plan or Application Type	Minimum Community Participation Requirement
Draft Community Participation Plans	28 days
Draft Local Strategic Planning Statements	28 days
Planning Proposals for Local Environmental Plans subject to a Gateway Determination	28 days or: (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.
Draft Development Control Plans and amendments	28 days
Draft Development Contribution Plans and amendments	28 days
Development Consent (other than for Complying Development Certificate, for Designated Development or for State Significant Development)	14 days or: (a) if a different period of public exhibition is specified for the application in the relevant community participation plan—the period so specified, or (b) if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition.
Designated Development	30 days
Modification of Development Consent - that is required to be publicly exhibited by the EP&A Regulations	14 days or: The period (if any) determined by the consent authority in accordance with the relevant community participation plan.
Development Consent for Nominated Integrated Development and Threatened Species Development	30 days
Development Consent for Integrated Development	14 days
Environmental Impact Statement obtained under Section 5.1	28 days
Review of Determination	14 days

SCHEDULE 2 - NOTIFICATION REQUIREMENTS

- ✓ Notification / Consultation required (starting on the day provided in the notification letter)
- x Notification / Consultation not required
- Area Development Manager decides whether to notify

Development Description	Written Notice to Adjoining Land	Written Notice to Neighbouring Properties	Notification Period
Designated Development	✓	✓	30 Days
Development involving an exception to a development standard	✓	✓	14 Days
Nominated Integrated Development	✓	✓	30 Days
Integrated Development	✓	✓	14 Days
Advertising Structures / Signs	✓	✓	14 Days
Agriculture	✓	●	14 Days
Amusement Centres	✓	✓	14 Days
Ancillary structures less than 0.9m from side and rear property boundaries.	✓	●	14 Days
Animal Boarding or Training Establishment	✓	✓	14 Days
Any application associated with/or without a Building Certificate seeking to legitimise illegal works	✓	●	14 Days
Any structures encroaching on building alignment (front, rear or secondary for corner allotments)	✓	●	14 Days
Attached Dwellings	✓	●	14 Days
Boarding Houses	✓	●	14 Days
Boat Building and Repair Facilities	✓	●	14 Days
Boat Launching Ramps	✓	●	14 Days
Boat Sheds	✓	●	14 Days
Brothels (Sex Services Premises)	✓	✓	14 Days
Business Premises	✓	●	14 Days
Camping Grounds	✓	✓	14 Days
Caravan Parks	✓	✓	14 Days
Car Parks	✓	✓	14 Days
Cemeteries	✓	✓	14 Days
Centre-based Child Care Facilities	✓	✓	14 Days
Charter and Tourism Boating Facilities	✓	✓	14 Days
Commercial Premises	✓	✓	14 Days
Community Facilities	✓	✓	14 Days
Crematoria	✓	✓	14 Days
Drainage Works / Flood Mitigation Works	✓	●	14 Days
Dual Occupancies	✓	●	14 Days

Development Description	Written Notice to Adjoining Land	Written Notice to Neighbouring Properties	Notification Period
Dwelling-houses (where not specified in Schedule 3) <ul style="list-style-type: none"> New dwelling-houses regardless of side setback Alterations & Additions to existing dwelling-houses 	✓	●	14 Days
Earthworks (Excavation or Land Filling Works)	✓	●	14 Days
Educational Establishments	✓	✓	14 Days
Emergency Service Facilities	✓	●	14 Days
Entertainment Facilities	✓	✓	14 Days
Environmental Protection Works	✓	●	14 Days
Exhibition Homes & Exhibition Villages	✓	●	14 Days
Extractive Industries	✓	✓	14 Days
Farm Buildings	✓	x	14 Days
Forestry	✓	●	14 Days
Function Centres	✓	✓	14 Days
Group Homes	✓	✓	14 Days
Health Services Facility or Consulting Rooms	✓	✓	14 Days
Heavy Industrial Storage Establishments	✓	●	14 Days
Helipad	✓	✓	14 Days
Helipoint (or Air Transport Facilities)	✓	✓	14 Days
Home-based Child Care	✓	●	14 Days
Home Business	✓	●	14 Days
Hospitals (where Council is the consent authority)	✓	✓	14 Days
Hostels	✓	✓	14 Days
Industrial Retail Outlet	✓	●	14 Days
Industrial Training Facility	✓	●	14 Days
Industries	✓	✓	14 Days
Information and Education Facilities	✓	✓	14 Days
Intensive Livestock Agriculture	✓	✓	14 Days
Intensive Plant Agriculture	✓	✓	14 Days
Light Industries	✓	✓	14 Days
Markets	✓	✓	14 Days
Medical Centres	✓	✓	14 Days
Mixed Use Development	✓	✓	14 Days
Multi-Dwelling Housing	✓	✓	14 Days
Neighbourhood Shops	✓	✓	14 Days
Office Premises	✓	●	14 Days
Open Cut Mining	✓	✓	14 Days
Passenger Transport Facilities	✓	✓	14 Days
Places of Public Worship	✓	✓	14 Days

Development Description	Written Notice to Adjoining Land	Written Notice to Neighbouring Properties	Notification Period
Port Facilities	✓	✓	14 Days
Public Administration Buildings	✓	●	14 Days
Public Utility Undertakings	✓	●	14 Days
Pubs and Registered Clubs	✓	✓	14 Days
Recreation Areas	✓	●	14 Days
Recreation Facilities (Indoor)	✓	✓	14 Days
Recreation Facilities (Major)	✓	✓	14 Days
Recreation Facilities (Outdoor)	✓	✓	14 Days
Residential Flat Buildings	✓	✓	14 Days
Respite Day Care Centres	✓	●	14 Days
Restricted Premises	✓	✓	14 Days
Retail Premises	✓	✓	14 Days
Rural Industries	✓	●	14 Days
Rural Supplies	✓	●	14 Days
Secondary Dwellings	✓	●	14 Days
Semi-detached Dwellings	✓	●	14 Days
Seniors Housing / Residential Care Facilities	✓	●	14 Days
Service Station	✓	✓	14 Days
Shop Top Housing	✓	●	14 Days
Storage Premises	✓	●	14 Days
Subdivision	✓	✓	14 Days
Swimming Pools with a setback from any side or rear property boundary less than 0.9m	✓	●	14 Days
Swimming Pools located less than 3m from any side or rear property boundary with coping greater than 0.3m wide and higher than 0.6m above natural ground level.	✓	●	14 Days
Telecommunications & Radio-communications Facilities	✓	✓	14 Days
Temporary Uses of Land	✓	●	14 Days
Tourist and Visitor Accommodation	✓	✓	14 Days
Transport Depot	✓	✓	14 Days
Vehicle Body Repair Shop	✓	✓	14 Days
Vehicle Repair Station	✓	✓	14 Days
Veterinary Hospitals	✓	✓	14 Days
Warehouse or Distribution Centre	✓	●	14 Days
Waste or Resource Management Facility	✓	✓	14 Days
Waste or Resource Transfer Station	✓	✓	14 Days
Water Recreation Structures	✓	✓	14 Days
Water Supply System	✓	✓	14 Days
Wholesale Supplies	✓	●	14 Days

SCHEDULE 3 - APPLICATIONS WHERE EXHIBITION IS NOT REQUIRED

The following application types will **not** be notified:

1. Activity Applications under section 68 of the Local Government Act 1993
2. Minor alterations or additions to a building that are:
 - (a) to commercial or industrial buildings within a business or industrial zone (respectively), except if the site is in proximity to a dwelling, residential zone or other land use likely to be affected by the proposal; or
 - (b) internal only and are not visible from any adjoining property
3. Minor amendments to undetermined Development Applications which are, in the opinion of Council, unlikely to impact any adjoining property.
4. Ancillary structures with:
 - (a) a maximum height of 3.5m above natural ground level;
 - (b) a maximum wall/eave height of 2.7m above natural ground level and a minimum 0.9m setback from any side or rear property boundary.
5. Applications where insufficient information has been provided.
6. Balconies, decks, patios, terraces or verdahs which are greater than 3m from side and rear property boundaries and less than 1m in height from natural ground level.
7. Building Certificate applications.
8. Bushfire hazard reduction work.
9. Business identification signage applications.
10. Change of Use of premises within a Business or Industrial zone, that is not in close proximity* to a dwelling, Residential zone or other land use likely to be adversely impacted, and is not:
 - (a) a Non-Commercial land use in a Business zone;
 - (b) a Non-Industrial land use in an Industrial zone;
 - (c) a Restricted Premises;
 - (d) operating before 7am or later than 10pm;
 - (e) a development involving Sex Services;

* close proximity = adjoining / adjacent or sharing an interface.
11. Community events carried out by or on behalf of Council on Council owned or controlled land for a maximum 5 days and anticipated attendance of less than 100 people.
12. Complying Development as referred to in either: Schedule 3 of Wollongong LEP 2009 or a State Policy.
13. Demolition works for any building or structure (except where the site contains an item of environmental heritage or is within a Heritage Conservation Area).
14. Exempt development as referred to in either: Schedule 2 of Wollongong LEP 2009, or a State Policy.
15. First use of an approved light industry or warehouse distribution building.
16. Innovation Campus development proposals which are consistent with the Wollongong Innovation Campus Master Plan as approved by Council.
17. Kiosk identified within any Plan of Management for a specific public reserve.
18. Manufactured home placement within an approved manufactured home estate.
19. Modification of development consent under Section 4.55 of the EP&A Act that:
 - (a) involves the proposed correction of a minor error, misdescription or miscalculation only.
 - (b) are of minimal environmental impact and involve:
 - i. Internal alterations / additions to a dwelling-house or semi-detached dwelling, and/or
 - ii. Minor external changes which, in the opinion of Council, will not cause any adverse impact on any adjoining properties
 - (c) was previously notified and the amendment is minor and in the opinion of Council is unlikely to cause any adverse impact on any adjoining property.

20. Moveable dwelling installation or placement on a site within an approved caravan park (excluding any camping ground site).
21. Rainwater tanks which have a maximum storage capacity of 20,000 litres, are a maximum 3.5m height above natural ground level and are located at least 3m from any side or rear property boundary.
22. Single storey dwelling-houses, including applications for alterations and additions, with a setback of at least 0.9m from any side or rear property boundary.
23. Two Storey Dwelling-houses, with a setback greater than 1.5m from any side or rear property boundary.
24. Solar heating or photovoltaic cells on the roof of any residential dwelling, commercial office building or industrial building.
25. Strata subdivision of an existing or approved development, except where State Environmental Planning Policy (Affordable Rental Housing) 2009 applies.
26. Torrens title subdivision or minor boundary adjustments.

APPENDIX 1 – WEBSITES LINKED WITHIN THIS DOCUMENT.

Adopted Fees and Charges	www.wollongong.nsw.gov.au/your-council/fees-and-charges/fees-and-charges?fee=Development%20Assessment
Application Tracking	www.wollongong.nsw.gov.au/development/view-an-application
Community Engagement Policy	www.haveyoursaywollongong.com.au/214/documents/95
Community Engagement Site	www.haveyoursaywollongong.com.au
Department of Planning, Industry and Environment	www.dpie.nsw.gov.au www.leptracking.planning.nsw.gov.au
Development Contributions Plans	www.wollongong.nsw.gov.au/development/planning-and-development-policies/development-contributions
Development Control Plans	www.wollongong.nsw.gov.au/development/planning-and-development-policies/development-control-plans
Development Determinations and Assessment Reports	www.wollongong.nsw.gov.au/development/determinations
The Gateway Process	www.planning.nsw.gov.au/Plans-for-your-area/Local-Planning-and-Zoning/The-Gateway-Process
Library	http://council.wollongong.nsw.gov.au/Library/Pages/default.aspx
Local Environmental Plans	www.wollongong.nsw.gov.au/development/planning-and-development-policies/local-environmental-plans
Planning Proposal Policy	www.wollongong.nsw.gov.au/__data/assets/pdf_file/0025/8890/Planning-Proposal.pdf
Political Donation or Gift	www.wollongong.nsw.gov.au/__data/assets/pdf_file/0020/9074/Political-Donations-and-Gifts-Disclosure-Statement-to-Council.pdf
Privacy Statement	www.wollongong.nsw.gov.au/links/privacy
Southern Regional Planning Panel	www.wollongong.nsw.gov.au/development/development-assessments/southern-regional-planning-panel
Types of Development	www.wollongong.nsw.gov.au/development/types-of-development
View an Application	www.wollongong.nsw.gov.au/development/view-an-application
Wollongong City Council	www.wollongong.nsw.gov.au
Wollongong Local Planning Panel	www.wollongong.nsw.gov.au/development/development-assessments/wollongong-local-planning-panel