

# Submitting a 'draft' Application to Department of Planning and Environment (DPE) for initial advice.

The Cumberland Plain Conservation Plan (CPCP) facilitates growth in Western Sydney to 2056 and beyond and delivers important development and biodiversity outcomes.

Landholders wishing to request an amendment to certified urban capable land that affects their property under the CPCP must demonstrate how their proposal meets the 'modification' application criteria for the CPCP. Note properties must exceed 2 Hectares.

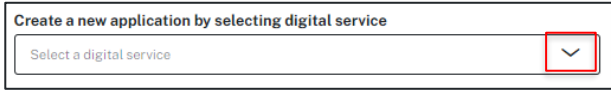
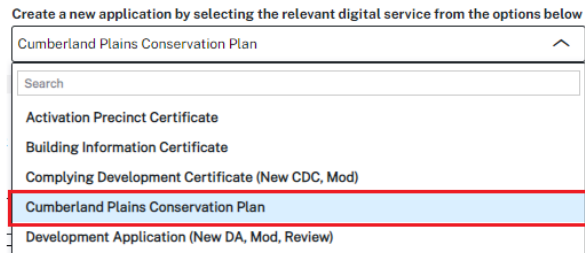

An Applicant can either lodge a '**Draft**' application seeking Departmental advice or submit a full 'Formal' request direct to the Department of Planning and Environment.

This quick reference guide (QRG) relates to an Applicant lodging a '**Draft**' submission.

For more details regarding the Cumberland Plan Conservation Plan (CPCP) please refer to the [CPCP modification - Information for applicants - \(nsw.gov.au\)](https://www.nsw.gov.au/cpcp-modification-information-for-applicants)

If lodging a 'full' Formal request please refer to the relevant Quick Reference Guide (QRG)

## Initiate application

<p>a. Using your Applicant account, log in to the NSW Planning Portal and from your Dashboard select a 'new' digital service from the '<b>Create new application by selecting a digital service</b>' box by <b>clicking</b> on the arrow .</p>	
<p>b. <b>Select</b> the 'Cumberland Plain Conservation Plan' from the list of options.</p>	
<p>c. Click 'Create new'.</p>	

A new application form will open at 'Lodgement' stage with a Reference number e.g. CPCP-66




Status '**In progress**' (Note status '**In progress**' will remain until the application has been submitted).

## Completing a 'draft application'

Before you start please ensure that you have read the [Application Criteria](#) and the [CPCP avoidance criteria](#) that relate to this Application. These Documents can be accessed by [hyperlinks](#) and are located just under the **Modification request form** heading at the top of the application.

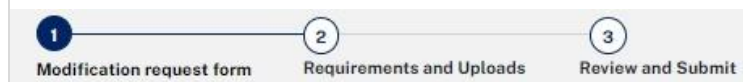
**Note 1:** all '**Mandatory**' fields are marked with a gold \* asterisk and as such must be completed before the CPCP application can proceed to **Assessment** stage.

**Note 2:** An information symbol  next to a text field will provide you with further details.

The Application Lodgement contains 3 stages:

- The Modification request form
- Requirements and Uploads and
- Review and Submit

The current Lodgement status of the application will display at the top of the form as:



## The Modification request form – Stage 1

### 1. Application type (Draft or Formal)

Select the required 'Application' type for this Modification request e.g. **Draft**

#### Modification request form

Please ensure you read the [application criteria](#), including [CPCP avoidance criteria](#) before applying.

##### Application type

- ☒ Draft application for initial advice from the department
- ☐ Formal application to be considered in the CPCP modification (incurs an application fee)

The Application heading will then change and display the word '**Draft**' after the application number.

<b>Cumberland Plain Conservation Plan</b>	<b>Reference number: CPCP-66 (Draft)</b>	<b>In progress</b>
<b>Lodgement</b>		

### 2. Site Ownership

Enter the Property Owner(s) full name(s)

#### Site ownership and location

Property owner's name(s) \*

### 3. Provide details of the Key contact person for this application.

#### Key contact for this application

Full name \*

Email \*

Company

Phone number \*

Mobile phone number preferred. Format: xxxxxxxxxx

### 4. Site Address

Enter either the:

- a. the Location address (note as you type, the Portal will provide possible matching locations)

Enter address

25 georges

25 GEORGES LANE TAREE 2430


25 GEORGES AVENUE LIDCOMBE 2141

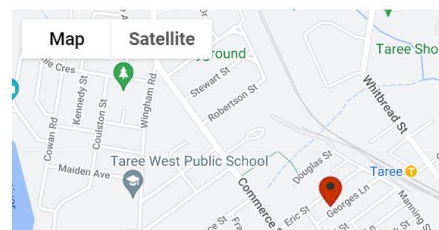
25 GEORGES RIVER ROAD JANNALI 2226

25 GEORGES RIVER ROAD CROYDON PARK 2133

25 GEORGES RIVER CRESCENT OYSTER BAY 2225

Select the correct address which will then appear as follows (together with a location map) and 'confirm' it by ticking the Lot and Primary address boxes

Street address	LGA	Lot/Section/Plan	Primary address?	
25 GEORGES LANE TAREE 2430	MID-COAST	16A/ — — /DP397445 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



- b. the Locations lot number / section / plan number then confirm as in 'a' above

Enter lot number / section number / plan number

e.g. 4/5/DP1044304

e.g. 4/5/DP1044304

- Or c. if the address doesn't automatically display in either of the above options then tick the 'Address did not display' box

Address did not display? ☒

then manually input the address into the field. If it is the 'Primary address', tick the box!  
(Note you can add 'extra' addresses by clicking the + symbol e.g. bottom right of the field)

Address did not display? ☒

Enter address \*

e.g. 66 Harrington Street, Sydney NSW 2000

Primary address? ☐

Select the Local Government area or State Agency \*

Local Government name or State Agency name

Select the Local Government area (LGA) or State Agency (above right)

In this box select the appropriate name of the Local Government area e.g. **Taree City Council** or the **State Agency** that this application is to be sent to e.g. the **Department of Planning and Environment**

### 5. Detailed site information.

Where known, please complete the following fields with the information relevant to your address / property. **Note:** that although these fields are not 'compulsory' the more information you provide, will assist in the processing of this application, by the **CPCP** team.  
(For further details regarding this, please consult the 2 documents listed at the top of the Application)

#### Detailed site information

Area in hectares (ha) of current land categories present on lot

Certified-urban capable

Strategic conservation area

Certified-major transport corridor

Threatened species on land as identified by BIONET

Area of NSW Threatened Ecological Communities (list each TEC with area)

Excluded land

Area of CPCP protected koala habitat

Avoided land

Area of Plant Community Type (list each PCT with area)

Planning proposals submitted (Please attach to form if any)

### 6. Proposed Amendment information

Please complete the following 'compulsory' fields regarding your proposed amendment.

#### Proposed amendment information

Type of amendment \*

- ☐ No net change in impacts to biodiversity  
☐ Small increase in impacts to biodiversity

Does the proposed amendment meet the application criteria (ensure you read the application criteria on page, including CPCP avoidance criteria). Briefly outline how each application criteria has been met. \*

Description of proposed amendment \*

Area in hectares (ha) of proposed amendment per land category \*

**Note:** in the field (boxed in red), you must individually address each of the Modification 'Application criteria' (currently 8) as listed in the **Application Criteria** and the associated **CPCP Avoidance Criteria** documents, outlining how 'each' of the criteria has been met. (refer to the previous document links).

### 7. Submission Date and Signature

Complete the compulsory fields e.g. tick 'Yes or No', enter the date of the submission and at the end type in your full name to act as your signature. (Note: the addition of extra comments is optional)

#### Submission date and signature

Is this request based on your final footprint, and no further requests are anticipated? \*

- ☐ Yes  
☐ No

Comment

Modification request submission date \*

Signature

Type applicants full name \*

### 8. When you have completed the application, 'click' **Continue** to move the next stage, **Save** to review it later or **Cancel** to remove it.

## Requirements and Uploads – Stage 2



### 9. Required Documents

To support the Modification the applicant must upload **3** 'compulsory' documents.

- A Location Map
- A map of the proposed amendment
- Spatial data information of the proposed amendment

(Refer to the **CPCP** requirement documents for further information.)

To upload the documents from your computer to the NSW Planning Portal 'Click' the **Upload** button.

#### Requirements and uploads

Please upload files in one of the following file formats: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB.

The file name can be up to 150 characters long.

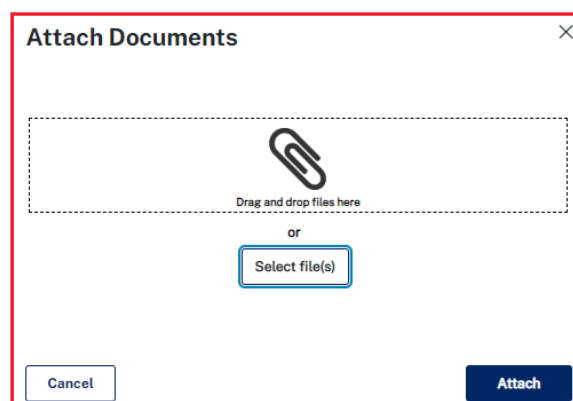
If you want to upload the same file in multiple categories, you will need to either name the files differently to complete a bulk upload or attach one document at a time.

If you need to amend any attachments please delete and upload a replacement document.




All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.

### 10. The following 'Attach Documents' screen will appear



You can either '**Drag and drop**' your documents / files into the rectangular box or alternatively 'click' on the '**Select files**' button to search and select them from your computer.




Although your 'Document names' may be different, the uploaded **Attached documents** screen should look similar to this example:






Drag and drop files here

or




Select file(s)

Name*	File	Category	
CPCP-Location Map	CPCP-Location Map.docx	Select..	
CPCP-Proposed Amendm	CPCP-Proposed Amendment Map.docx	Select..	
CPCP-Proposed Amendm	CPCP-Proposed Amendment Spatial Data.docx	Select..	

- The next step is to identify your documents to the Planning Portal by assigning each a 'Category type'. To do this, click the 'downward' arrow under 'Category' for each document and select the appropriate 'Category type' from the available list

Name*	File	Category	
CPCP-Location Map	CPCP-Location Map.docx	Select..	
CPCP-Proposed Amendm	CPCP-Proposed Amendment Map.docx	Select..	
CPCP-Proposed Amendm	CPCP-Proposed Amendment Spatial Data.docx	Select..	

until all your uploaded documents have been identified.

Name*	File	Category	
CPCP-Location Map	CPCP-Location Map.docx	Location Map	
CPCP-Proposed Amendm	CPCP-Proposed Amendment Map.docx	Proposed Amendment Map	
CPCP-Proposed Amendm	CPCP-Proposed Amendment Spatial Data.docx	Proposed Amendment Spatial Data	







If you have uploaded an incorrect document, then click the '**Bin**' symbol (at the end of each line) and then 'reselect and add' the correct document.

Note: in addition to the **3** compulsory documents you can add further ones to support your application if it does not match one of the main category types then use 'Other' category type.

When you have completed your upload, click Attach

Your documents will then upload and in the Document table (You can click on the File name open)

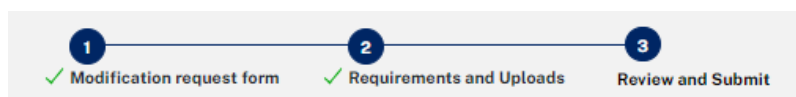
### Required documents

Document type	File name	Upload status
Location Map*	<a href="#">CPCP - Location Map.docx</a> 	
Proposed Amendment Map*	<a href="#">CPCP - Proposed Amendment Map.docx</a> 	
Proposed Amendment Spatial Data*	<a href="#">CPCP - Proposed Amendment Spatial Data.docx</a> 	

- When you have completed your Document upload, click '**Continue**' to move to the next stage, '**Save**' to leave or '**Back**' to return to the previous Stage 1.

Back
Save
Continue

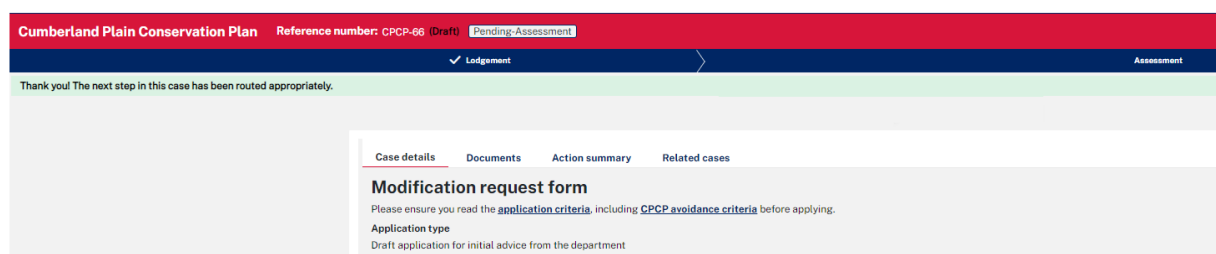
### Review and Submit – Stage 3



13. Review your application and if correct, select the **'Finish'** button.

(However if any information is incorrect or you have made an error in completing the form then select the **'Back'** button to return to a previous stage or select Save if you wish to return to the form later.)

14. If you clicked **'Finish'** your application will move to **Assessment** stage (status **'Pending Assessment'**) and will be digitally transferred to the **Department of Planning and Environment** for review and advice.



### End of Steps

### What happens next?

The Department of Planning and Environment CPCP team will review your application and advise you in due course.

### If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or
- Contact ServiceNSW on 1300 305 695.

### Annexure A – CPCP Application Criteria

Application criteria as a guide only (The following list is dated March 2023 – So always check for updates)

Landholders wishing to be considered as part of a modification application will be required to demonstrate how their proposal meets the modification criteria.

The modification application criteria are:

1. An application must be for certified-urban capable land and avoided land within a nominated area (Greater Macarthur Growth Area, Wilton Growth Area, Western Sydney Aerotropolis or Greater Penrith-Eastern Creek). Applications for excluded land will not be considered as part of this process.
2. An application must not apply to Commonwealth owned land (as defined in the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*).
3. An application can be made where it can demonstrate the CPCP avoidance criteria are still achieved. These criteria were used to determine the CPCP's urban capable and avoided land footprints and underpin the plan's statutory approvals.
4. An application must not reduce the average minimum width of the koala corridors as outlined in the Office of the NSW Chief Scientist and Engineer koala advice.
5. An application must demonstrate that all alternative site designs that align with CPCP mapping have been exhausted.
6. An application should be associated with a planning proposal that aligns with precinct planning, local or site planning or a biodiversity stewardship agreement.
7. Amendments should be based on CPCP data available on [SEED](#) (NSW Government's central resource for Sharing and Enabling Environmental Data). It is not required or recommended to acquire additional ecological data.
8. If all other alternatives have been exhausted and the amendments are impacting native vegetation, applicants will be required to agree to secure additional biodiversity offsets within the CPCP's strategic conservation area or by paying into Biodiversity Conservation Trust, pending approval of the modification.



## Annexure 2 – Notification email

After the successful submission of your 'Draft' application, the following **Notification email** will be sent to you.

A new draft Cumberland Plain Conservation Plan modification request application (CPCP-66) has been submitted through the NSW Planning Portal for review.

This application relates to:

- NSW Planning Portal reference number: CPCP-66
- Site address: ELIZABETH DRIVE BADGERYS CREEK 2555
- Applicant: Peter Applicant
- Date of submission: 24/03/23

Please log into the NSW Planning Portal to review this application and commence your assessment.

[Log in](#)

This email has been automatically sent through the NSW Planning Portal. Please do not reply to this message.

For more information or assistance, please visit the [NSW Planning Portal](#) and view our [Frequently Asked Questions](#) or [Quick Reference Guides](#). Alternatively, you can call our help line on 1300 305 695.