

Planning Panels

Quick Reference Guide for Councils

June 2019

Create a planning panel from an Online DA



During the assessment stage of the DA when asked to provide the anticipated determination body, select Sydney or Regional Planning Panel. You'll be asked a series of additional questions.

The screenshot shows a form titled 'THE DETAILS BELOW WILL BE UTILISED TO REGISTER THE APPLICATION WITH THE REGIONAL PLANNING PANEL SECRETARIAT.' It includes a 'Planning panel' dropdown set to 'Sydney (Sydney City Planning Panel)' and a 'DA' dropdown set to 'POWERS CITY COUNCIL'. Below this is a table of 'Planning Panel Members' with columns: Member Name, Representation of, Membership Status, and Category. The table lists several members including Carl Smith, Justin Smith, Peter Jackson, and others. At the bottom, there is a 'Credit assessment value' field set to '£1,300,000.00'.

- Complete the form then click submit.
- The case is now submitted and is allocated a PPS number. A planning panels case is created and can be found under the "Related Cases" tab and in your "Active Cases".



Note: When creating a Planning Panel from an Online DA it will pre-fill from information provided by the applicant.

Application details	Documents	Payer details	Action summary	Related Cases	
Description				ID	Status
 DA Online				PAN-1287	Under assessment
 Planning Panels				PPSSWC-191	Submitted

Creating Planning Panels from a DA created outside the Dashboard

To initiate a Planning Panel from a DA created outside of the portal go to the top right-hand corner of the Dashboard and select the "New" tab in the drop down and select "Planning Panel Secretariat".

- Enter the site address of the development.
- Check the following persons are the correct and current council-appointed members to the Planning Panel in your area.
- Enter the Development application details.
- Enter the applicant details.
- Enter the council officer details.

Planning Panels

Quick Reference Guide for Councils

June 2019

- f. Upload any required documents.
- g. Review click the declaration and submit.
- h. The case will appear in your active tabs.



Note: Your case will be given a PPS identification number.

Meeting Scheduled

When the planning Panel Secretariat has scheduled a meeting, you will be notified by email and the meeting will appear in the “related cases” tab. Initiate the meeting date and select the panel members for the meeting.

Application details	Completeness check details	Documents	Action summary	Related Cases	Meeting Summary
Description			ID	Status	
DA Online			PAN-1287	Under assessment	
Planning Panels			PPSSWC-191	Under assessment	
Meeting			MTG-291	Scheduled	





Note: Your meeting will be given an MTG identification number.

- a. You can publish the meeting on the website by checking the box.
- b. Submit to continue.
- c. Fill in the meeting the meeting checklist.
- d. Submit to continue.

Meeting Outcome

You will be notified via email of the meeting outcome. To find any meetings related to a planning panel click, on the related cases tab.

Application details	Completeness check details	Documents	Links	Action summary	Related Cases	Meeting Summary
Description					ID	Status
 Planning Panels					PPSSWC-240	Under assessment
 Meeting					MTG-320	Completed

If you need more information:

If you need assistance, please contact eplanning@planning.nsw.gov.au