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|  |  |
|  | Application for assessment of a local infrastructure contributions plan  Application  Click here to enter a date. |
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| **Acknowledgment of Country**  IPART acknowledges the Traditional Custodians of the lands where we work and live. We pay respect to Elders both past and present.  We recognise the unique cultural and spiritual relationship and celebrate the contributions of First Nations peoples.  Enquiries regarding this document should be directed to a staff member:  Bronwen Sandland (02) 9113 7710 Isaac Di Matteo (02) 9113 7719  **The Independent Pricing and Regulatory Tribunal**  IPART’s independence is underpinned by an Act of Parliament. Further information on IPART can be obtained from [IPART’s website](https://www.ipart.nsw.gov.au/Home). |  |

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# Instructions

## Introduction

Section 7.11 of the [*Environmental Planning and Assessment Act 1979*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1979-203) allows councils to charge contributions towards the cost of providing local infrastructure. Contributions plans set out the local infrastructure required to meet the demand from new development and the contributions a council can charge developers to fund the essential land and works.

## Who should fill out this form?

If councils propose contributions above the threshold specified in the [Ministerial Directions](https://www.planning.nsw.gov.au/policy-and-legislation/infrastructure/infrastructure-funding/local-infrastructure-contributions-policy#-ministerial-directions-for-local-infrastructure-contributions-), generally $30,000 per lot or dwelling in identified greenfield areas or $20,000 per dwelling or lot in other areas, the council must apply to IPART to review the contributions plans. This form is for councils that are applying for an IPART review of a contributions plan.

We encourage councils to discuss the application, information requirements and other questions with IPART before submitting this application. Call IPART on 02 9290 8400 or email [localgovernment@ipart.nsw.gov.au](mailto:localgovernment@ipart.nsw.gov.au) to speak to our Contributions Plan team.

## How should I submit the form?

You will need to submit the form through our [Council Portal](https://ipart.service-now.com/lg). The first time you use the Portal you will need to register the council. To register, please call (02) 9113 7730 or email [localgovernment@ipart.nsw.gov.au](mailto:localgovernment@ipart.nsw.gov.au) with the following details:

* council name
* name and email address for the user of portal (‘council admin’)
* job title
* phone number

The user guide to register for the portal is here: [LG Portal User Guide: Register the council, add and manage users](https://www.ipart.nsw.gov.au/sites/default/files/cm9_documents/User-Guide-Register-the-council-and-manage-users.PDF).

Please refer to the user guide for submitting contributions plans here: [LG Portal User Guide: Submitting Developer Contributions Plans](https://www.ipart.nsw.gov.au/sites/default/files/cm9_documents/User-Guide-Submitting-developer-contributions-plans-for-review.PDF).

The Portal allows you to submit up to 150 documents to support your application.

## How to complete this application

Under our [Terms of Reference](https://www.ipart.nsw.gov.au/sites/default/files/documents/terms-of-reference-reviewable-contributions-plans-environmental-planning-and-assessment-act-1979-november-2018_0.pdf), IPART is required to assess whether contributions plans meet the criteria set out in the Local Infrastructure Practice Note, January 2019 ([2019 Practice Note](https://www.planning.nsw.gov.au/sites/default/files/2023-03/local-infrastructure-contributions-practice-note.pdf)). The application form is structured around the assessment criteria and prompts councils to include all the information we need to assess the application.

Please provide detailed information to all the relevant questions. This will allow us to understand how the plan meets the assessment criteria and will support a more efficient and quicker assessment by IPART.

## What other information is available?

Please refer to our website [Local Infrastructure Contributions Plans | IPART](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans) for more information. Our website includes all [current and completed assessments](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans/Current-and-completed-assessment-of-plans) which provide examples of how we have assessed contributions plans.

We also recommend contacting our Contributions Plan team on (02) 9113 7730 or email [localgovernment@ipart.nsw.gov.au](mailto:localgovernment@ipart.nsw.gov.au) if you are considering submitting a contributions plan to IPART. We can help you through the process and tailor our advice to fit your circumstances.

For more information about the contributions framework please visit: [Local infrastructure contributions policy | Planning](https://www.planning.nsw.gov.au/policy-and-legislation/infrastructure/infrastructure-funding/local-infrastructure-contributions-policy) or contact the local infrastructure team in Department of Planning, Housing and Infrastructure (DPHI) at [infrastructure.contributions@planning.nsw.gov.au](mailto:infrastructure.contributions@planning.nsw.gov.au).

# Preliminary information

|  |  |
| --- | --- |
| Council name | Click or tap here to enter text. |
| Primary contact name | Click or tap here to enter text. |
| Primary contact position | Click or tap here to enter text. |
| Primary contact phone number | Click or tap here to enter text. |
| Secondary contact name | Click or tap here to enter text. |
| Secondary contact position | Click or tap here to enter text. |
| Secondary contact phone number | Click or tap here to enter text. |

# Information about the plan

|  |  |
| --- | --- |
| Name of the plan | Click or tap here to enter text. |
| Catchment, precinct or release area covered by the plan | Click or tap here to enter text. |
| Base period of the plan | Click or tap here to enter text. |
| Current maximum contribution amount (per lot or dwelling) for this plan under the [Ministerial Direction](https://www.planning.nsw.gov.au/policy-and-legislation/infrastructure/infrastructure-funding/local-infrastructure-contributions-policy#-ministerial-directions-for-local-infrastructure-contributions-) | Click or tap here to enter text. |
| Has the council adopted the plan? | Click or tap here to enter text. |
| If the plan has been adopted, when was it adopted and when did it come into force? | Click or tap here to enter text. |
| When was the plan publicly exhibited? | Click or tap here to enter text. |
| What planning instruments apply to land in the catchment area of the plan? (e.g. SEPPs, LEPs, or DCPs) | Click or tap here to enter text. |
| Has the Minister referred this contributions plan to IPART for review? If so, provide details. | Click or tap here to enter text. |
| Who are the key stakeholders involved in planning for the area covered by the plan? (not including the council and DPHI) | Click or tap here to enter text. |

## For IPART-reviewed contributions plans

Complete this section if the contributions plan has previously been reviewed by IPART.

|  |
| --- |
|  |
| When was the plan last reviewed by IPART? |
| Click or tap here to enter text. |
| What proportion of the development in the plan has been approved and/or constructed? |
| Click or tap here to enter text. |
| How the plan has been amended? |
| Click or tap here to enter text. |
| Provide details of the changes in the plan and reasons for the changes, e.g. revised population estimates, revised dwelling yields, revised costs, responses to public exhibition feedback and impacts of the changes. |
| Click or tap here to enter text. |
| How has the plan has been revised in response to recommendations made in IPART’s previous assessment report, if applicable? Please explain if, and why, recommendations have not been implemented or addressed. |
| Click or tap here to enter text. |
| How has the plan has been revised in response to any directions from the Minister or Minister’s nominee, if applicable? Please explain if, and why, recommendations have not been implemented or addressed. |
| Click or tap here to enter text. |

## For contributions plans that have not previously been reviewed by IPART

Complete this section if the contributions plan has not been previously reviewed by IPART

|  |
| --- |
|  |
| What proportion of the development in the plan has been approved and/or constructed? |
| Click or tap here to enter text. |
| What triggered the council to submit the plan to IPART for review? |
| Click or tap here to enter text. |
| If this is an existing plan, how the plan has been amended? Provide details of the changes in the plan and reasons for the changes. |
| Click or tap here to enter text. |

## Key information

|  |  |
| --- | --- |
| Total proposed cost of the plan | Click or tap here to enter text. |
| Proposed contributions rates for each type of development | Click or tap here to enter text. |
| Expected population of the precinct | Click or tap here to enter text. |
| Length of the plan (period over which development is expected to occur) | Click or tap here to enter text. |
| Total stormwater costs   1. Land costs 2. Works costs | Click or tap here to enter text. |
| Total transport costs   1. Land costs 2. Works costs | Click or tap here to enter text. |
| Total open space costs   1. Land costs 2. Works costs | Click or tap here to enter text. |
| Total community facilities costs (land only) | Click or tap here to enter text. |
| Total net developable area | Click or tap here to enter text. |
| Total land area required for the plan (hectares)   1. Area of land already acquired 2. Area of land yet to be acquired | Click or tap here to enter text. |
| Total cost of land   1. Cost of land already acquired 2. Cost of land yet to be acquired | Click or tap here to enter text. |
| If the plan includes land for community facilities, detail the community facilities that will be provided and area/floor space allocated to each item. | Click or tap here to enter text. |

# Assessment criteria

|  | Providing comprehensive answers to these questions will help us conduct an efficient assessment and minimise the need for us to request additional information from the council. |
| --- | --- |

## Essential works list

All IPART reviewed contributions plans must be consistent with the essential works list in the [Practice Note](https://www.ipart.nsw.gov.au/sites/default/files/documents/local-infrastructure-contributions-practice-note-january-2019.pdf). To assess whether the infrastructure included in a plan is consistent with the essential works list, we examine the plan’s work schedules, along with the detailed cost sheets. For more information about how we assess essential works, please see our [Information Paper](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans/Current-and-completed-assessment-of-plans).

|  |
| --- |
|  |
| Does the plan include any infrastructure that is not consistent with the essential works list? If so, please detail the infrastructure, explain the reason for inclusion in the plan, and how the cost of the infrastructure will be met. |
| Click or tap here to enter text. |
| Does the works schedule for open space embellishment include anything that would not be considered base level embellishment? If so, please provide details of the embellishments and how the cost of the embellishments will be met.  Note: Base level embellishment of open space is defined as works required to bring the open space to a level where the site is secure and stable for passive or active recreation. Base level embellishment does not include multi-storey carparks to service recreation areas, skate parks, and BMX tracks. |
| Click or tap here to enter text. |
| List the community services that will be provided on the land that is to be acquired for community services (e.g. youth centre, library) and indicate the floor space area allocated to each.  Note: Only land for community services is on the essential works list. however, we need details of the community services that will be provided so we can determine the proportion of the land costs that can be recovered through development contributions. |
| Click or tap here to enter text. |

## Nexus

We assess whether there is nexus (connection) between the proposed land and works and the increased demand generated by development identified through the contributions plan. Councils must establish the relationship between the demand for additional public amenities and public services to meet the expected development in its contributions plan.

In assessing nexus, we consider supporting evidence such as technical studies, modelling or internal council analysis and reports that establish the need for the proposed land and works.

For more information about how we assess nexus, please see our [Information Paper](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans/Current-and-completed-assessment-of-plans).

|  |
| --- |
|  |
| How did the council determine the need for land and works in the plan? |
| Click or tap here to enter text. |

In the section below, please list any supporting studies that the council relied on to demonstrate the link between the supporting studies and the land and works in the plan. This can be shown against each item in a separate table or in the plan’s works schedule. Please explain any deviations from recommendations or findings in those studies.

|  |
| --- |
|  |
| List the supporting studies for transport land and works and deviations from recommendations, if any |
| Click or tap here to enter text. |
| List the supporting studies for stormwater management land and works and deviations from recommendations, if any |
| Click or tap here to enter text. |
| List the supporting studies for open space land and works (embellishments) and deviations from recommendations, if any |
| Click or tap here to enter text. |
| List the supporting studies for community services land and deviations from recommendations, if any |
| Click or tap here to enter text. |
| Were any supporting studies prepared for the area but not relied on? If yes, explain why they were not used. |
| Click or tap here to enter text. |
| How has non-residential development been considered in determining the need for infrastructure in the plan? |
| Click or tap here to enter text. |

In determining the need for infrastructure in the plan, what consideration was given to:

|  |
| --- |
|  |
| The existing population in the plan area |
| Click or tap here to enter text. |
| Any existing or projected population outside the plan area |
| Click or tap here to enter text. |
| The capacity of existing infrastructure in the plan area to meet the needs of the new community |
| Click or tap here to enter text. |
| Any existing or proposed infrastructure outside the area expected to meet the needs of the new community. |
| Click or tap here to enter text. |

## Reasonable costs

We are required to assess whether the proposed contribution rates are based on a reasonable estimate of the cost of providing the proposed public amenities and services. We consider how the base costs of land and works are derived, and the method used to calculate contribution rates and escalate them over time. For more information about how we assess reasonable costs, please read our [Information Paper](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans/Current-and-completed-assessment-of-plans).

Works costs

In the section below, please explain how the council estimated costs for works for each infrastructure category, including use of:

* consultant or QS estimates
* council costs
* benchmark costs
* allowances such as professional fees and contingencies
* any indexation of cost estimates to the base period of the plan, including the index used

Show the link between the supporting cost sources and the land and works in the plan (e.g. in a table or the works schedule).

|  |
| --- |
|  |
| How did the council determine the costs for transport land and works? |
| Click or tap here to enter text. |
| How did the council determine the costs for stormwater management land and works? |
| Click or tap here to enter text. |
| How did the council determine the costs for open space land and works (embellishments)? |
| Click or tap here to enter text. |
| How did the council estimate the cost of plan preparation and administration, if the benchmark rate of 1.5% of the total cost of works has not been used? |
| Click or tap here to enter text. |

Land acquisition costs

|  |
| --- |
|  |
| What land has the council already acquired in the plan area? How has the cost of this land been included in the plan?  Note:  For land that the council has acquired in the plan, the works schedule should show:   * date of acquisition * agreed market value * any other acquisition costs * indexation of the total acquisition cost to the base year of the plan.   For land that the council has agreed to acquire or have dedicated through a VPA, the works schedule should show:   * date of agreement * agreed value * indexation of the value to the base year of the plan.   For council-owned operational land, the works schedule should show:   * market value at the time the land was rezoned for public infrastructure * indexation to the base year of the plan. |
| Click or tap here to enter text. |
| How did the council estimate the cost of land yet to be acquired by the council? Refer to supporting material that was relied upon, such as a land valuation report.  Note: Include details of any inclusions for other costs associated with a council’s land acquisitions, such as contamination/remediation costs, conveyancing, legal, survey, land acquisition allowance and other costs payable to landowners under the *Land Acquisition (Just Terms Compensation) Act 1991*. |
| Click or tap here to enter text. |
| If a contamination/remediation cost has been included in the land acquisition cost estimates, how did the council estimate the costs to remediate the land in each case? |
| Click or tap here to enter text. |
| If the council has proposed to use average land values, what methodology did the council use to determine the average land values? |
| Click or tap here to enter text. |

Indexation

|  |
| --- |
|  |
| What method(s) are used to index the base contribution rates? If different indexes are used for land and works contributions, please specify which indexes have been used. |
| Click or tap here to enter text. |

Net Present Value (NPV) model

Only complete this section if contribution rates in the plan are calculated using an NPV model.

|  |
| --- |
|  |
| Does the model use real or nominal values? |
| Click or tap here to enter text. |
| If the model uses nominal values, what indexation assumptions are applied to costs and revenue? |
| Click or tap here to enter text. |
| What discount rate does the model use, and why? |
| Click or tap here to enter text. |

## Reasonable timeframes

We assess whether the proposed public amenities and public services can be provided within a reasonable timeframe. The purpose of this is to ensure the council will provide the public services and public amenities being funded through developer contributions by the time new residents require them.

|  |
| --- |
|  |
| How has the council determined the timing of infrastructure provision? |
| Click or tap here to enter text. |
| Provide details of how the infrastructure in the contributions plan will be delivered. |
| Click or tap here to enter text. |

## Reasonable apportionment

Apportionment is about ensuring the allocation of costs equitably between all those who will benefit from the infrastructure or create the need for it. While nexus is about establishing a relationship between the development and demand for infrastructure, apportionment is about quantifying the extent of the relationship.

We assess whether the proposed development contribution is based on a reasonable apportionment of costs between existing and new demand. We also assess whether the apportionment of costs reflects the demand generated by different types and stages of development.

How does the plan apportion costs?

Please provide calculations and explain how the apportionment considers demand for each infrastructure category arising from:

* new and existing development in the plan area
* different stages of development
* different sub-catchments
* residential and non-residential development
* different residential development densities
* new and/or existing development outside the plan area.

|  |
| --- |
|  |
| How does the plan apportion costs for transport land and works? |
| Click or tap here to enter text. |
| How does the plan apportion costs for stormwater management land and works? |
| Click or tap here to enter text. |
| How does the plan apportion costs for open space land and works (embellishments)? |
| Click or tap here to enter text. |
| How does the plan apportion costs for community services land? |
| Click or tap here to enter text. |
| How does the plan apportion costs for plan preparation and administration? |
| Click or tap here to enter text. |
| Provide information of any development that is exempt from paying contributions. |
| Click or tap here to enter text. |

## Appropriate community liaison

We require evidence that the plan has been exhibited and publicised in accordance with the statutory requirements (Schedule 1, cl 6 of the EP&A Act and clause 213 of the EP&A Regulation) and that the council has considered submissions received during the exhibition period.

|  |
| --- |
|  |
| How did the council consult with the community and publicise the plan? |
| Click or tap here to enter text. |
| How many submissions did the council receive? Please include copies of the submissions in supporting documentation. |
| Click or tap here to enter text. |
| Provide a summary of the key issues raised in submissions and the council’s response to the issues raised. |
| Click or tap here to enter text. |
| Did submissions raise issues that the council considers outside the scope of the plan? If so, what issues were raised by stakeholders?  Note: this helps us be aware of and consider any other matters that may be raised by stakeholders in response to our draft report and allows us to address them before our draft report is released. |
| Click or tap here to enter text. |
| Was there any publicity or media attention about the plan or the development? If so, please provide copies. |
| Click or tap here to enter text. |
| Does the council intend to undertake any further publicity or community liaison about the plan? |
| Click or tap here to enter text. |

## Other relevant matters

IPART may consider other matters relevant to our assessment of the contributions plan. These matters are unique for every plan. We rely on the council to be transparent and raise any issues that may arise during our assessment and consultation. If we can address these issues at the start of the assessment process, this will minimise potential delays later in the review.

|  |
| --- |
|  |
| Is there any other information relating to the contributions plan which may assist us to assess other relevant matters? |
| Click or tap here to enter text. |
| Is the council aware of possible changes to any underlying assumptions used in preparing the plan which may be relevant to our assessment?  Note: for example:   * revised population projections * potential rezoning or changes to dwelling yields * other changes to the applicable planning instruments (e.g. the LEP, SEPP or DCP) * changes to NSW government policy for infrastructure delivery, e.g. introduction of Transport Oriented Development Program |
| Click or tap here to enter text. |
| Are there any contentious issues in the LGA, whether within the plan area or adjacent to/outside the plan area, that may be raised by stakeholders?  Note: for example:   * Aboriginal cultural heritage or other local, state or national heritage matters * potential wildlife or biodiversity impacts * concerns about development, population growth or demographic changes. |
| Click or tap here to enter text. |
| Are there any ongoing issues with developers or landowners that are likely to be raised during consultation? |
| Click or tap here to enter text. |
| When was the contributions plan last amended without the need for review? |
| Click or tap here to enter text. |
| Are there any cross-boundary issues affecting the plan? |
| Click or tap here to enter text. |

# Quality Assurance

Please help us by undertaking a quality assurance (QA) check of the contributions plan before it is submitted to IPART for review. This helps to ensure that any errors or inconsistencies are picked up by the council, before IPART starts reviewing the plan. This will reduce the risk of delays in our assessment and the need for recommendations for the council to correct errors.

Please confirm that the contributions plan been checked for:

|  |  |
| --- | --- |
|  | Select an option |
| Typographical errors | Choose an item. |
| Calculation errors (including checking infrastructure and land cost calculations) | Choose an item. |
| Consistency of data and information e.g. population growth assumptions | Choose an item. |
| Use of the most up-to-date data and information | Choose an item. |

# Application checklists

Please complete Checklist A to confirm the contributions plan contains all information requirements of the [Environmental Planning and Assessment Regulation 2021](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0759) (EP&A Regulation).

Please complete Checklist B to ensure that all information necessary for IPART’s assessment is submitted.

Councils should also complete and provide IPART with spreadsheets that:

* detail all infrastructure items included in the plan, with references to the studies (including the specific sections or page numbers), that support their inclusion in the plan as relevant
* detail the cost of each infrastructure item (including source and date of costings, and any indexation of cost estimates)
* list the cost and area for all parcels of land required for infrastructure in the plan
* detail the cost of any land that has already been acquired and land that the council is yet to acquire
* show how the total cost of land and works for each infrastructure category (or subcategory) have been apportioned
* show how the contributions rates in the plan have been calculated (including net present value modelling if this approach is used)
* show indicative contribution amounts for each type of residential dwelling.

Checklist A: Compliance with the Environmental Planning and Assessment Regulation 2021

Council must comply with the requirements set out in [clause 212 of the EP&A Regulation](https://legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2021-0759#sec.212). Please check the list below and include references to the plan to ensure the plan complies with legislative requirements.

| Subsection | Requirement | Page reference in the plan |
| --- | --- | --- |
| 1(a) | Purpose of the plan. | Click or tap here to enter text. |
| 1(b) | Land to which the plan applies. | Click or tap here to enter text. |
| 1(c) | The relationship between the expected types of development in the area to which the plan applies and the demand for additional public amenities and services to meet that development. | Click or tap here to enter text. |
| 1(d) | The formulas to be used for determining the section 7.11 contributions required for different categories of public amenities and services. | Click or tap here to enter text. |
| 1(e) | The section 7.11 contribution rates for different types of development, as specified in a schedule in the plan. | Click or tap here to enter text. |
| 1(f) | A map showing the specific public amenities and services proposed to be provided by the council, | Click or tap here to enter text. |
| 1(g) | A works schedule that contains an estimate of their cost and staging (whether by reference to dates or thresholds). | Click or tap here to enter text. |
| 1(h) | If the plan authorises monetary section 7.11 contributions or section 7.12 levies paid for different purposes to be pooled and applied progressively for those purposes, the priorities for the expenditure of the contributions or levies, particularised by reference to the works schedule. | Click or tap here to enter text. |
| 3 | A contributions plan must contain information about the council’s policy about the following:   * 1. the timing of the payment of monetary development contributions,   2. development levies,   3. the imposition of development contribution conditions or development levy conditions that allow deferred or periodic payment. | Click or tap here to enter text. |
| 4 | A contributions plan that provides for the imposition of development contribution conditions or development levy conditions in relation to the issue of a complying development certificate must provide that monetary payments in accordance with the conditions must be made before the commencement of the building work or subdivision work authorised by the certificate. | Click or tap here to enter text. |
| 5 | In determining the development contribution rates for different types of development, the council must take into consideration the conditions that may be imposed under section 4.17(6)(b) of the Act or section 97(1)(b) of the [*Local Government Act 1993*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030). | Click or tap here to enter text. |
| 6 | A contributions plan may authorise monetary development contributions or development levies paid for different purposes to be pooled and applied progressively for the different purposes only if the council is satisfied that the pooling and progressive application will not unreasonably prejudice the carrying into effect, within a reasonable time, of the purposes for which the money was originally paid. | Click or tap here to enter text. |

Checklist B - Application checklist

The council should submit the following supporting documents with this application.

| Supporting documents | Select an option |
| --- | --- |
| Contributions plan |  |
| The contributions plan for IPART review including post-exhibition changes, if any. | Choose an item. |
| The publicly exhibited version of contributions plan. | Choose an item. |
| Works schedule |  |
| A works schedule including:   * proposed infrastructure and works costs * proposed land acquisitions and land costs * apportionment to the plan and between development types * timing of delivery of land and infrastructure. | Choose an item. |
| Community liaison and publicity |  |
| Copy of all submissions to publicly exhibited contributions plan. | Choose an item. |
| Summary of key issues raised in submissions and the council’s response. | Choose an item. |
| Summary of changes made between exhibited plan and post exhibition plan. | Choose an item. |
| Technical studies and consultant reports (where applicable) |  |
| Supporting studies for stormwater management infrastructure (e.g. stormwater masterplan, flooding and water cycle management report). | Choose an item. |
| Supporting studies for transport infrastructure (e.g. traffic management report, traffic and transport assessment). | Choose an item. |
| Supporting studies for open space infrastructure and community facilities (e.g. community needs assessment, demographic and social infrastructure report). | Choose an item. |
| Land valuation reports | Choose an item. |
| Quantity surveyor reports | Choose an item. |
| Maps and spatial files | Choose an item. |
| Plan catchment map/s | Choose an item. |
| Final indicative layout plan | Choose an item. |
| Zoning map/s | Choose an item. |
| Land acquisition map/s | Choose an item. |
| Constrained land map/s (e.g. flooding and transmission lines). | Choose an item. |
| Other documents where applicable. | Choose an item. |
| Details about any VPAs, in-kind works agreements, land dedication agreements. | Choose an item. |
| Details of other funding agreements for state or local infrastructure in the area covered by the plan (including draft agreements). | Choose an item. |
| Council business papers or meeting minutes related to the preparation of the contributions plan. | Choose an item. |

# Resources to assist councils

Please refer to our website for further information about our assessment process. [Local Infrastructure Contributions Plans | IPART](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans)

Our [Information Paper](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans/Current-and-completed-assessment-of-plans) details our assessment approach for the Practice Note criteria, including examples of our assessments and the supporting documents that councils need to supply.

We encourage councils to review our recent [current and completed IPART assessments](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans/Current-and-completed-assessment-of-plans) for detailed examples of our assessments approach.

For councils using the Net Present Value (NPV) approach, please refer to our [technical paper](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Reviews/Contributions-Plan/Modelling-local-infrastructure-contributions) which outlines our recommended approach to calculating the discount rate and other aspects of modelling local infrastructure contributions using a NPV approach. We publish the latest recommended nominal and real discount rates biannually on our website in February and August each year at [Local government discount rate](http://www.ipart.nsw.gov.au/Home/Industries/Local-Government/Local-Infrastructure-Contributions-Plans/Local-Government-discount-rate).

Department of Planning, Housing and Infrastructure (DPHI) website provides detailed information about [local infrastructure contributions policy](https://www.planning.nsw.gov.au/policy-and-legislation/infrastructure/infrastructure-funding/local-infrastructure-contributions-policy), including the relevant legislation, ministerial directions, practice notes and circulars. We encourage councils to review this information and discuss new contributions plans and amendments to existing contributions plans with DPHI in the first instance. The local infrastructure contributions team at DPHI can be contacted at [infrastructure.contributions@planning.nsw.gov.au](mailto:infrastructure.contributions@planning.nsw.gov.au).