

GUIDELINES

Preparing Planning Scheme Amendment Documentation

SEPTEMBER 2014

Department of
Transport, Planning and
Local Infrastructure



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1 | Introduction

These guidelines provide assistance to planning authorities about:

- the format for preparing an authorisation request
- preparing and drafting amendment documentation
- submitting amendments to the Minister for exhibition, certification and approval under the *Planning and Environment Act 1987* (the Act).

The Department of Transport, Planning and Local Infrastructure (the department) web page 'Changing the planning scheme' has links to documents, templates and other sites relevant to each stage of the amendment process and can be viewed at www.dtpli.vic.gov.au/planningamendments

2 | Types of amendments

There are four types of amendments:

- a 'V' amendment – makes changes to the *Victoria Planning Provisions* (VPP) only
- a 'VC' amendment - makes changes to the VPP and one or more planning schemes
- a 'C' amendment – makes changes to an individual planning scheme only
- a 'GC' amendment – makes changes to more than one planning scheme.

These guidelines focus on the preparation of amendment documentation for a 'C' amendment.

A 'C' amendment can change a planning scheme in a number of ways, including amending or deleting an existing local provision, inserting a new local provision, inserting or deleting a zone or overlay or amending a planning scheme map.

A 'C' amendment cannot change a State standard provision selected from the VPP. This can only be done by a 'V' or 'VC' amendment.

'V' and 'VC' amendments are prepared by the Minister for Planning.

A 'GC' amendment can be used to make changes to more than one planning scheme for a particular matter, such as a regional initiative. The numbering for these amendments can only be allocated by the department.

3 | Ministerial Direction No. 15 – The planning scheme amendment process

When preparing an amendment planning authorities must have regard to *Ministerial Direction No. 15 – the planning scheme amendment process* which sets times for completing steps in the planning scheme amendment process. More details about the set times are provided in the department's *Advisory note 48: Ministerial Direction No. 15 – the planning scheme amendment process* (September 2012) and *Practice note 77: Pre-setting panel hearing dates* (October 2012).

4 | Why have a consistent format for amendment documentation?

A planning scheme is a collection of separate documents either derived from the VPP or specifically created as local provisions. The form and content of a scheme must comply with the *Ministerial Direction on the Form and Content of Planning Schemes*. Each clause in the Local Planning Policy Framework (LPPF), and each zone, overlay and schedule is a separate document.

A consistent format for amendment documentation ensures that amendments are documented and approved in such a way that:

- the requirements of the Act are met
- the instructions about how documents are to be amended, inserted or deleted are clearly and consistently described
- the amendment can be clearly understood and quickly processed.

5 | Electronic availability of documentation

The department is committed to the electronic transfer of documents at all stages of the amendment process. Planning authorities should ensure that amendment documentation can be received electronically in a format that is suitable for publishing online and which meets State and Federal privacy, copyright and accessibility legislation. This also applies to incorporated documents, submissions, section 173 agreements and permit documentation.

The department has developed electronic format and naming conventions that planning authorities should use when submitting documents to the department.

Documentation can change during the course of the amendment process and these conventions ensure that the documents can be easily identified and are correctly used by the department.

Checklists setting out the required format and naming conventions for each stage of the amendment process are provided in Appendices 1 – 3.

6 | Authorisation documentation

A municipal council can only prepare an amendment if authorised to do so by the Minister for Planning (Minister) under section 8A of the Act. The purpose of authorisation is to identify whether a proposed amendment is consistent with State policy or interests and ensure that it makes appropriate use of the VPP.

The Minister may also authorise another Minister or public authority to prepare an amendment under section 9 of the Act.

Planning authorities are encouraged to discuss a proposed amendment with the relevant department office prior to seeking authorisation. The department can provide advice about strategic issues relevant to the amendment and which planning provisions would best achieve the intent of the amendment. Early consultation with the department will also assist planning authorities in meeting the timeframes outlined in Ministerial Direction No. 15.

What must be submitted at authorisation?

The planning authority is required to lodge their authorisation request by email to: planning.amendments@dtpli.vic.gov.au

The email must include:

- an **Authorisation Application Form**
- a draft **Explanatory Report**.

The department may require additional information to be submitted to assist with assessing the application.

The **Authorisation Application Form** and **Explanatory Report** templates are available from the department's amendment templates webpage at: www.dtpli.vic.gov.au/planning/amendmenttemplates.

For preparing **authorisation documentation** see Appendix 1: Checklist for submitting an application for authorisation.

More information about authorisation is provided in the department's guide *Using Victoria's Planning System* at: www.dtpli.vic.gov.au/planning-system-guide

7 | Amendment documentation

If a planning authority obtains the Minister's authorisation, it may proceed to draft the amendment. The planning scheme is subordinate legislation, which affects property rights and care should be taken when drafting amendment documentation. The amendment to the scheme must be clear and accurate. Imprecise drafting of an amendment could result in the planning authority's intentions not being achieved, cause delay and/or expense because of problems with implementation or interpretation.

The department can provide advice about the appropriate use of planning provisions and statutory drafting.

In preparing an amendment to a planning scheme, a planning authority must prepare:

- an **Explanatory Report**
- an **Amendment Instruction Sheet**
- any **Amendment map sheets** (if applicable)
- any **new or replacement clauses and schedules** (if applicable)
- any **incorporated documents** (if applicable)
- any **supporting documentation**.

When preparing the amendment you should use the standard terms in Appendix 13: Glossary.

The amendment number is allocated by the council for C amendments. A council should keep a register of all amendments so that numbers can be readily allocated.

It is recommended that the council allocate a number after authorisation has been obtained because if authorisation is not granted, the number will become obsolete.

Assembling the amendment documentation

All amendment documentation should be prepared electronically.

When preparing the amendment documentation current amendment templates should be used. The templates are available on the department's Amendment Templates webpage at www.dtpli.vic.gov.au/planning/amendmenttemplates

Explanatory Report

The Act requires an **Explanatory Report** to be prepared for every amendment. The report must explain the purpose, effect and strategic basis for the amendment and address the matters set out in Minister's Direction No. 11 – *Strategic Assessment of Amendments*. Refer to Practice note 46: *Strategic Assessment Guidelines for planning scheme amendments*.

An **Explanatory Report template** can be found on the department's Amendment templates webpage at www.dtpli.vic.gov.au/planning/amendmenttemplates.

The required format and document naming conventions are described in Appendices 1 – 3.

Amendment Instruction Sheet

The amendment **Instruction Sheet** is the front page of an amendment and sets out the instructions for amending the planning scheme. The Instruction Sheet and the attached maps and documents that it refers to, constitute the amendment and therefore must clearly state the instructions for executing the amendment. It is essential that these are drafted carefully and accurately.

The Instruction Sheet must:

- List all amendment planning scheme maps that are to be amended, inserted or deleted. These should be listed first, beginning with any zoning maps and then followed by the overlay maps.
- List all planning scheme clauses or schedules that are to be amended, inserted or deleted. These should be listed in ascending numerical order.

The Instruction Sheet does not include changes to the Table of Contents or the List of Amendments.

The **Instruction Sheet template** can be found on the Amendment templates webpage at www.dtpli.vic.gov.au/planning/amendmenttemplates.

The required **format and document naming conventions** are described in Appendices 1 – 3.

For an **example** of an Amendment Instruction Sheet see Appendix 4.

Amendment map sheets (if applicable)

The **amendment map sheets** form attachments to the Instruction Sheet. The map sheet shows (usually A4) the part of the overall planning scheme map being changed. If areas of a zone or an overlay are removed a deletion map needs to be prepared.

The department's Mapping Services team provides free assistance to planning authorities in the preparation of map sheets in the appropriate electronic form. Email all mapping requests to: planning.mappingservices@dtpli.vic.gov.au

The required document naming conventions are described in Appendices 1 – 3. An example of an Amendment map sheet is shown in Appendix 5: Example amendment map sheet.

Amendment clauses and schedules (if applicable)

The **amendment clauses and schedules** are documents that form attachments to the Instruction Sheet.

The format of all attached documents must comply with the *Ministerial Direction: The Form and Content of Planning Schemes*, which outlines the format for all schedules including the font, paragraph, bullets, numbering and layout.

Practice Notes, in particular numbers 4, 8, 10 and 59, also provide guidance on writing local provisions. Practice Notes can be found at www.dtpli.vic.gov.au/planningpracticenotes.

The required **format and document naming conventions** are described in Appendices 1 – 3.

Changing an existing local provision

When **amending a current clause or schedule** use the [Local provisions in Word](#) to obtain the current version of a local provision. The entire clause and schedule must be submitted, not just the page where the changes have occurred.

The clauses and schedules should be prepared with the proposed changes marked up, using the **'track changes'** function in Microsoft Word.

The **'track change'** clauses or schedules must accompany the Explanatory Report as supportive information. This will enable all text changes proposed by the amendment to be easily identified and understood.

To ensure changes are tracked in a consistent format, the following standard 'track changes' setting must be used:

- show insertions of text in blue and underlined 'Example'
- show deletions of text in red strikethrough 'Example'
- show markup of insertions and deletions only and not comments, ink, formatting markup area highlights or reviewers
- show all revisions inline only and not balloons for revisions, comments or formatting
- select 'Final Showing Markup' to view the proposed changes to the document.

For **'track changes' instructions** for Microsoft Word see Appendix 8.

The **text box format** for a **track change to a Clause or Schedule** should:

- show the date of the existing clause (to identify the version of the document amended),
- existing **C** number marked with a strikethrough; and
- marked with the **'Proposed C number'**.

Text box **Example 1:** 'Track Change'

Date of current clause/schedule	19/01/2006
Existing C number with strikethrough	G20
Proposed number	Proposed C40

*Note: The first text box and the text boxes to the amending subclause(s) should be amended as shown in **Example 1**.*

The 'track changes' documents should be used as the master copy to produce a 'final form' document (changes included but not marked up).

To **view** or **print** a document in the 'final form' adjust the 'Display for Review' setting to 'Final'.

For **examples of amending a clause and a schedule in 'track changes'** format see Appendix 7.

Instances where changes to the provisions are significant and involve a **substantial rewrite** of local provisions, ie. Municipal Strategic Statement, it can be prepared in the 'final form' without changes marked up. Before preparing amendment documents in 'final form' you should consult with the regional planner.

The **text box format** for a **substantial rewrite of a Clause or Schedule**, should:

- show no date; and
- be marked with the '**Proposed C number**'.

Text box **Example 2:** Substantial rewrite

No date	DD/MM/YYYY	or	--/--/----
Proposed C number	Proposed C40		Proposed C40

*Note: The first text box and the text boxes to the amending subclause(s) should be amended as shown in **Example 2**.*

For **an example of a substantial rewrite of a current clause** see Appendix 8.

Inserting a new zone or overlay

If the amendment proposes to **insert a new zone or overlay** into the planning scheme for the first time, a PDF copy of the current approved clause must be obtained from VPP online.

Inserting a new clause and schedule

When **inserting a new clause or schedule** the provisions should be submitted in the 'final form'.

If the amendment inserts a zone or overlay into the planning scheme, the schedule must also be included. If a schedule is set out in *Annexure 2* to the *Ministerial Direction on the Form and Content of Planning Schemes*, the schedule must be in the format set out in the Ministerial Direction and include any details or information indicated in the clause or provision as being mandatory. If no information is to be included in the schedule the words "None specified" must be included where appropriate to make the intent clear.

Use the [Local provisions schedule templates in Word](#) webpage to obtain a copy of the relevant schedule template which the amendment proposes to insert into the planning scheme.

The **text box format** for any new clause or schedule, should:

- show no date; and
- marked with the '**Proposed C number**'.

Text box **Example 3**: Inserting a new clause / schedule

No date	DD/MM/YYYY	or	--/--/----
Proposed C number	Proposed C40		Proposed C40

*Note: The first text box and the text boxes to the amending subclause(s) should be amended as shown in **Example 3**.*

For **an example of the format for a new clause** see Appendix 9: Insert new clause in final format

Incorporated documents (if applicable)

New or revised incorporated documents must be supplied to the department electronically, as they form part of the amendment. Incorporated documents must include a date (month and year).

Supporting documents (if applicable)

Supporting documentation should be submitted to the department electronically where possible.

Large supporting documents that are not available electronically should be addressed and sent by to the Minister for Planning by mail via the relevant department office.

List of Amendments

A **List of Amendments** does not need to be submitted. However the List of Amendments description should be provided to the department in the '**Application Form – Request to approve an adopted amendment to the planning scheme**'.

The description should be concise and clearly explain what the amendment does.

An example:

'Inserts a new incorporated document titled "Gumnut Garden Residential Development, January 2013" in the Schedule to Clause 52.03 and the Schedule to Clause 81.01 to allow land identified in the incorporated document to be used and developed for the purpose of residential development subject to conditions. Amends Clause 22.01 – Dwelling in Residential Zones and Schedule 3 to Clause 43.05 Neighbourhood Character Overlay.'

Table of Contents (if applicable)

A **Table of Contents** for the planning scheme does not need to be submitted. However, the changes proposed to the Table of Contents should be provided to the department in the '**Application Form – Request to approve an adopted amendment to the planning scheme**'.

8 | Peer review of amendment documentation

Before finalising the amendment documentation, it is recommended that a person other than the drafter of the amendment reads the amendment to check for:

- clarity and readability
- accuracy
- typographical errors
- compliance with the *Ministerial Direction on the Form and Content of Planning Schemes*
- compliance with the Minister's authorisation for the preparation of the amendment
- consistency between the Instruction Sheet and attached map and documents
- correct electronic format and naming conventions.

9 | Submitting the amendment to the department

All amendment documentation should be submitted electronically to the relevant department office (Planning Statutory Services or regional office). No paper copies are required.

The **Amendment documents checklist** should be submitted with the amendment at each amendment stage. To view the checklist see Appendix 10: Amendment documents checklist.

Exhibition

When a copy of an amendment is given to the Minister under section 17(1)(c) of the Act, it should be submitted electronically to planning.amendments@dtpli.vic.gov.au

10 working days before the first notice. This is to ensure that accurate information about the amendment is available when it is exhibited.

The amendment must be accompanied by a covering letter setting out the date on which the notice of the amendment will appear in the *Government Gazette*.

The planning authority is responsible for arranging the publication of the notice of the preparation of the amendment in the *Government Gazette*. This can be done by contacting the Victorian Government Gazette Office.

The **gazette notice** and **covering letter templates** are available from the Amendment templates webpage at www.dtpli.vic.gov.au/planning/amendmenttemplates.

The department will ensure that the amendment is available on 'Planning Scheme Amendments Online' and listed on the 'Planning documents on Exhibition' web page on the day the notice appears in the Victorian Government Gazette.

For preparing **exhibition amendment documentation** see Appendix 2: Checklist for submitting an amendment to the Minister before Exhibition.

Approval of an amendment by the Minister

This applies for an amendment to be approved by the Minister.

After a planning authority has adopted an amendment, it must submit the amendment to the Minister together with the prescribed information under section 31(1) of the Act (refer to Regulation 10 of the *Planning and Environment Regulations Act 2004* for a list of the prescribed information to be submitted for the Minister). The amendment should be sent electronically to planning.amendments@dtpli.vic.gov.au. No paper copies are required. A completed **Application Form** must be submitted with the amendment documents. It is also highly recommended that an **Amendment documents checklist** is completed prior to the amendment being submitted to the department.

The following **Application Form** templates can be found on the Amendment templates webpage at www.dtpli.vic.gov.au/planning/amendmenttemplates:

- Request to approve an adopted amendment to the planning scheme
- Request to approve a prescribed amendment to the planning scheme
- Request to prepare, adopt and approve a ministerial amendment to the planning scheme.

For preparing **amendment documentation for Ministerial approval** see Appendix 3: Checklist for submitting an amendment to the Minister for approval.

10 | Useful links

Planning services directory

The following online services are accessible via the Planning services directory webpage www.dtpli.vic.gov.au/planning-services-directory:

- Local provisions in Word
- Planning Histories
- Planning Maps Online
- Planning Scheme Amendments Online
- Planning Schemes Online
- VPP Online

Changing the planning scheme

www.dtpli.vic.gov.au/planning-amendments

Amendment templates

www.dtpli.vic.gov.au/planning/amendmenttemplates

Planning documents on Exhibition

www.dtpli.vic.gov.au/publicinspection

Practice and advisory notes

www.dtpli.vic.gov.au/planning-practicenotes

Ministerial Directions

www.dtpli.vic.gov.au/planning-ministerialdirections

Government Gazette

www.gazette.vic.gov.au/

Email addresses

GENERAL ENQUIRIES:

- **Planning scheme services** (lodgement of amendment, planning scheme online issues, amendment process): planning.schemes@dtpli.vic.gov.au
- **Mapping services:** planning.mappingservices@dtpli.vic.gov.au

SUBMITTING AMENDMENT DOCUMENTATION TO THE DEPARTMENT:

- **Lodgement of Authorisation requests:** planning.amendments@dtpli.vic.gov.au.
- **Submitting exhibition documentation:** planning.amendments@dtpli.vic.gov.au
- **Submitting a request to approve an adopted amendment:**
planning.amendments@dtpli.vic.gov.au
- **Submitting a prescribed amendment for approval:** planning.amendments@dtpli.vic.gov.au
- **Submitting a Ministerial amendment to prepare, adopt and approve:**
planning.amendments@dtpli.vic.gov.au

Checklist for submitting an application for authorisation

DOCUMENTS REQUIRED	ELECTRONIC FORMAT REQUIRED	NAMING CONVENTION	HELPFUL HINTS	
Authorisation Application form	Word or PDF	[Planning scheme] Authorisation Application form Example: Gumnut Authorisation Application form	The letter should describe the extent of notice to be given for the amendment and whether the council believes the proposed amendment is of local significance only and can be approved by the planning authority. The request for authorisation letter template can be obtained from www.dtpli.vic.gov.au/planning/amendmenttemplates	<input type="checkbox"/>
Explanatory Report	Word	[Planning scheme] Explanatory Report [amendment stage] Example: Gumnut Explanatory Report Authorisation	Refer to Practice Note 46: <i>Strategic Assessment Guidelines for Planning Scheme Amendments</i> to assist you in completing the Explanatory Report.	<input type="checkbox"/>
ADDITIONAL INFORMATION (MAY BE REQUESTED AT AUTHORISATION STAGE)				
Amendment map sheets	PDF	[Planning scheme] space [map sheet number] d- (if a deletion map) [type of map]Map(s) [planning scheme map(s) number affected] (if more than one map insert _ between the map numbers affected) space [amendment stage] Examples: Gumnut 001znMap1 Authorisation Gumnut 002ddoMap1 Authorisation Gumnut 003d-ddoMaps2_3 Authorisation Gumnut 004d-ddo3Map8 Authorisation Gumnut 005ho3Map8 Authorisation Gumnut 006emoMaps5_6_7_8 Authorisation	At authorisation stage, maps only need to indicatively show the area being amended. To assist in the preparation of authorisation maps please use Planning Maps online or council's GIS mapping services. [Please note: As it is recommended that council allocate a number after authorisation has been obtained, the department Mapping Services team cannot produce maps at this stage, as they require an amendment "C number" to produce the maps.] Authorisation maps submitted to the Department must be submitted using the correct naming convention.	<input type="checkbox"/>

DOCUMENTS REQUIRED	ELECTRONIC FORMAT REQUIRED	NAMING CONVENTION	HELPFUL HINTS	
Amendment clauses and schedules	Word	<p>[Planning scheme] space [clause number] _ a lower case s (if the document is a schedule) [schedule number] (if the clause provides for multiple schedules) _ [municipal identifying suffix] [amendment stage].</p> <p>All characters are written in a continuous stream. Examples:</p> <p>Gumnut 21_03_gumn Authorisation</p> <p>Gumnut 36_01s01_gumn Authorisation</p> <p>Gumnut 42_01s04_gumn Authorisation</p> <p>Gumnut 44_01s_gumn Authorisation</p>	Contact the department to obtain advice on the appropriate use of planning provisions and statutory drafting.	<input type="checkbox"/>
Draft permit	Word	<p>[Planning scheme] (insert Draft Planning Permit no.) Draft Planning Permit [amendment stage].</p> <p>Example:</p> <p>Gumnut PG12345 Draft Planning Permit Authorisation</p>		<input type="checkbox"/>

Checklist for submitting an amendment to the Minister before Exhibition

DOCUMENTS REQUIRED	ELECTRONIC FORMAT REQUIRED	NAMING CONVENTION	HELPFUL HINTS	
Preparation of an Amendment Letter	Word/PDF	[Planning scheme] C[number] Notice of Preparation of an Amendment Letter [amendment stage] Example: Gumnut C1 Notice of Preparation of an Amendment Letter Exhibition		<input type="checkbox"/>
Notice of Preparation of an Amendment	Word	[Planning scheme] C[number] Notice of Preparation of an Amendment [amendment stage] Example: Gumnut C1 Notice of Preparation of an Amendment Exhibition		
Explanatory Report	Word	[Planning scheme] C[number] Explanatory Report [amendment stage] Example: Gumnut C1 Explanatory Report Exhibition	Refer to the Practice Note 46: <i>Strategic Assessment Guidelines for planning scheme amendments</i> to assist you in completing the Explanatory Report.	<input type="checkbox"/>
Amendment Clauses and Schedules	Word – in 'Track changes' format* (*Except for a substantial rewrite of an existing or new provision.)	The new or amended local provisions should be constructed as: [Planning scheme] space C[number] space [clause number] _ a lower case s (if the document is a schedule) [schedule number] (if the clause provides for multiple schedules) _ [municipal identifying suffix] track changes [amendment stage] Examples: Gumnut C1 21_03_gumn track changes Exhibition Gumnut C1 36_01s01_gumn track changes Exhibition Gumnut C1 42_01s04_gumn track changes Exhibition Gumnut C1 44_01s_gumn track changes Exhibition	The planning authority must prepare the amendment clauses and schedules with the proposed changes marked up. This should be done using the 'track change' function in Microsoft Word. For further instructions on 'track change' settings see Appendix 8. <u>Changing an existing Local provision</u> If a clause / schedule is being amended the latest clause / schedule template can be obtained from www.dtpli.vic.gov.au/-local-planning-provisions-in-microsoft-word . The date should remain in all text boxes to identify the version of the document amended and the word 'proposed' should be added in front of the 'C' number. This indicates the version of the clause / schedule that has been used to prepare the amendment. <div style="border: 1px solid black; padding: 2px; width: fit-content;">18/02/2013 C99 Proposed C112 & Proposed C120</div> For substantial rewrite of a clause/schedule, please contact the relevant regional office.	

DOCUMENTS REQUIRED	ELECTRONIC FORMAT REQUIRED	NAMING CONVENTION	HELPFUL HINTS	
			<p><u><i>Inserting a new Local provision</i></u></p> <p>If a clause / schedule is being inserted the latest clause / schedule template can be obtained from www.dtpli.vic.gov.au/-local-planning-provisions-in-microsoft-word.</p> <p>For further guidance on clauses and schedules see Section 7 of this guide.</p>	
Amendment Instruction Sheet	Word	<p>[Planning scheme] C[number] Instruction Sheet [amendment stage]</p> <p>Example:</p> <p>Gumnut C1 Instruction sheet Exhibition</p>	<p>Do not list the Table of Contents or List of Amendments.</p> <p>Further information is available on page 4.</p>	<input type="checkbox"/>
Amendment map sheets	PDF	<p>[Planning scheme] space C[number] space [map sheet number] (located at the bottom right-hand corner of maps prepared by the department Mapping Data team) d- (if a deletion map) [type of map] Map(s) [planning scheme map(s) number affected] (if more than one map insert _ between the map numbers affected) space [amendment stage]</p> <p>Examples:</p> <p>Gumnut C1 001znMap1 Exhibition</p> <p>Gumnut C1 002ddoMap1 Exhibition</p> <p>Gumnut C1 003d-ddoMaps2_3 Exhibition</p> <p>Gumnut C1 004d-ddo3Map8 Exhibition</p> <p>Gumnut C1 005ho3Map8 Exhibition</p> <p>Gumnut C1 006emoMaps5_6_7_8 Exhibition</p> <p>Gumnut C1 vpoMap10_Exhibition</p> <p>Gumnut C1 Isio-foMap12 Exhibition</p>	<p>All A4 maps prepared by the department's mapping service have a map sheet number allocated on the bottom right-hand corner. A3 maps do not have a map sheet number. Exact zoning and/or overlay changes should be clearly delineated.</p> <p>The department Mapping Services team can provide assistance with the preparation of amendment maps.</p> <p>Maps prepared by the department Mapping Services team will be named using the correct naming conventions.</p> <p>When inserting or deleting map(s) ensure the Schedule to Clause 61.03 is also part of the amendment to reflect this change.</p> <p>For further guidance on amendment map sheets see Section 7 of this guide.</p>	<input type="checkbox"/>
Amendment clauses and schedules				
<ul style="list-style-type: none"> ▪ VPP clauses <p>Clauses drawn from the VPP</p>	PDF	<p>The VPP clause naming convention should be constructed as:</p> <p>[Planning scheme] space C[number] space [clause number] _ [amendment stage]</p> <p>Examples:</p> <p>Gumnut C1 37_01 Exhibition</p> <p>Gumnut C1 44_01 Exhibition</p>	<p>VPP provisions</p> <p>VPP clauses can only be amended by a VC or V amendment. The VPP clause must be submitted in PDF format available online.</p>	<input type="checkbox"/>

DOCUMENTS REQUIRED	ELECTRONIC FORMAT REQUIRED	NAMING CONVENTION	HELPFUL HINTS	
Incorporated documents	Word or PDF	[Planning scheme] C[number] (insert name of the incorporated document) [date of incorporated document] incorporated document [amendment stage] Example: Gumnut C1 Site Specific Control Subdivision Requirements May 2011 incorporated document Exhibition	When referencing the incorporated document: <ul style="list-style-type: none"> include month and year in the incorporated document title. use the exact title of the incorporated document including the date. 	<input type="checkbox"/>
Draft planning permit	Word	[Planning scheme] C[number] (insert Draft Planning Permit no.) Draft Planning Permit [amendment stage] Example: Gumnut C1 PG12345 Draft Planning Permit Exhibition		<input type="checkbox"/>
Section 173 Agreements	Word	[Planning scheme] C[number] [address on the S173 Agreement] Section 173 Agreement [amendment stage] Example: Gumnut C1 14 Victoria Street, Gumnut Section 173 Agreement Exhibition		<input type="checkbox"/>
Any other prescribed documents and information relating to the exhibited amendment	Word	[Planning scheme] C[number] [insert document name of the information] [amendment stage]	Submit this information electronically.	<input type="checkbox"/>

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Checklist for submitting an amendment to the Minister for approval

DOCUMENTS REQUIRED	ELECTRONIC FORMAT REQUIRED	NAMING CONVENTION	HELPFUL HINTS	
Application Form – Request to approve an adopted amendment to the planning scheme	Word or PDF	<p>[Planning scheme] C[number] Application form to approve an adopted amendment</p> <p>Example:</p> <p>Gumnut C1 Application form to approve an adopted amendment</p>	<p>The Application form can be obtained from www.dtpli.vic.gov.au/planning/amendmenttemplates</p>	<input type="checkbox"/>
Explanatory Report	Word	<p>[Planning scheme] C[number] Explanatory Report [amendment stage]</p> <p>Example:</p> <p>Gumnut C1 Explanatory Report Adopted</p>	<p>After exhibition, modify the Explanatory Report to delete information about how to make submissions.</p> <p>Ensure the addresses of where the amendment may be inspected, remains.</p> <p>If an amendment is adopted with changes, ensure that the Explanatory Report is modified to reflect the adopted changes.</p>	<input type="checkbox"/>
Amendment clauses and schedules	Word – in 'Track changes' format* (*Except for substantial rewrite of an existing or new provision.)	<p>The new or amended local provisions should be constructed as:</p> <p>[Planning scheme] space C[number] space [clause number] _ a lower case s (if the document is a schedule) [schedule number] _ [municipal identifying suffix] track changes [amendment stage]</p> <p>Examples:</p> <p>Gumnut C1 21_03_gumn track changes Adopted</p> <p>Gumnut C1 36_01s01_gumn track changes Adopted</p> <p>Gumnut C1 42_01s04_gumn track changes Adopted</p> <p>Gumnut C1 44_01s_gumn track changes Adopted</p> <p>Gumnut C1 52_28_3s_gumn track changes Adopted</p> <p>Gumnut C1 52_28_4s_gumn track changes Adopted</p> <p>Gumnut C1 61_03s_gumn track changes Adopted</p> <p>Gumnut C1 81_01s_gumn track changes Adopted</p>	<p>The planning authority must prepare the amendment clauses and schedules with the proposed changes marked up. This should be done using the 'track change' function in Microsoft Word. For further instructions on 'track change' settings see Appendix 8.</p> <p><u><i>Changing an existing Local provision</i></u></p> <p>If a clause / schedule is being amended the latest clause / schedule template can be obtained from www.dtpli.vic.gov.au/local-planning-provisions-in-microsoft-word.</p> <p>The date should remain in all text boxes to identify the version of the document amended and the word 'proposed' should be added in front of the 'C' number. This indicates the version of the clause / schedule that has been used to prepare the amendment.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>18/02/2013 C99 Proposed C112 & Proposed C120</p> </div> <p>For substantial rewrite of a clause/schedule, please contact the relevant regional office.</p>	

DOCUMENTS REQUIRED	ELECTRONIC FORMAT REQUIRED	NAMING CONVENTION	HELPFUL HINTS	
Amendment clauses and schedules continued			<p><u><i>Inserting a new Local provision</i></u></p> <p>If a clause / schedule is being inserted the latest clause / schedule template can be obtained from www.dtpli.vic.gov.au/-local-planning-provisions-in-microsoft-word.</p> <p>For further guidance on clauses and schedules see Section 7 of this guide.</p>	<input type="checkbox"/>
Amendment Instruction Sheet	Word	<p>[Planning scheme] C[number] Instruction sheet [amendment stage]</p> <p>Example:</p> <p>Gumnut C1 Instruction sheet Adopted</p>	<p>Do not list the Table of Contents or List of Amendments.</p> <p>Further information is available on page 4.</p>	<input type="checkbox"/>
Amendment map sheets	PDF	<p>[Planning scheme] space C[number] space [map sheet number] (located at the bottom right-hand corner of maps prepared by the department Mapping Data team) d- (if a deletion map) [type of map] Map(s) [planning scheme map(s) number affected] (if more than one map insert _ between the map numbers affected) space [amendment stage]</p> <p>Examples:</p> <p>Gumnut C1 001znMap1 Adopted</p> <p>Gumnut C1 002ddoMap1 Adopted</p> <p>Gumnut C1 003d-ddoMaps2_3 Adopted</p> <p>Gumnut C1 004d-ddo3Map8 Adopted</p> <p>Gumnut C1 005ho3Map8 Adopted</p> <p>Gumnut C1 006wmoMaps5_6_7_8 Adopted</p> <p>Gumnut C1 vpoMap10 Adopted</p> <p>Gumnut C1 Isio-foMap12 Adopted</p>	<p>All A4 maps prepared by the department's mapping service have a map sheet number allocated on the bottom right-hand corner. A3 maps do not have a map sheet number. Exact zoning and/or overlay changes should be clearly delineated.</p> <p>The department Mapping Services Team can provide assistance with preparing amendment maps.</p> <p>Maps prepared by the department Map Data Team will be named using the correct naming convention.</p> <p>When inserting or deleting map(s) ensure the Schedule to Clause 61.03 is also part of the amendment to reflect this change.</p>	<input type="checkbox"/>
<p>Amendment clauses and schedules</p> <ul style="list-style-type: none"> VPP clauses <p>Clauses drawn from the VPP (if applicable)</p>	PDF	<p>The VPP clause naming convention should be constructed as:</p> <p>[Planning scheme] space C[number] space [clause number] [amendment stage]</p> <p>Examples:</p> <p>Gumnut C1 37_01 Adopted</p> <p>Gumnut C1 43_01 Adopted</p>	<p>VPP provisions</p> <p>VPP clauses can only be amended by a VC or V amendment. The VPP clause must be submitted in PDF format available online.</p>	<input type="checkbox"/>
Incorporated documents	Word or PDF	<p>[Planning scheme] C[number] [name of incorporated document] [date of incorporated document] incorporated document [amendment stage]</p> <p>Example:</p> <p>Gumnut C1 Site Specific Control Subdivision Requirements May 2011 incorporated document Adopted</p>	<p>When referencing the incorporated document:</p> <ul style="list-style-type: none"> use the exact title of the incorporated document, including the date specify the month and year of the incorporated document. 	<input type="checkbox"/>

DOCUMENTS REQUIRED	ELECTRONIC FORMAT REQUIRED	NAMING CONVENTION	HELPFUL HINTS	
<p>Other prescribed information to accompany adopted amendment (see Planning and Environment Regulations 2005):</p> <ul style="list-style-type: none"> ▪ a list of the notices given under section 19(1) of the Act ▪ a summary of action taken under sections 19(1B) (if applicable), 19(2), 19(2A), 19(3) and 19(7) of the Act ▪ copies of any submissions or reports received on the amendment ▪ if a panel is appointed under Part 8 of the Act – (i) the report of the panel; and (ii) the reasons why any panel recommendations were not adopted ▪ a report on submissions not referred to a panel ▪ a description of, and the reasons for, any changes made to the amendment before adoption. <p>In addition to the above, the prescribed fee should be submitted.</p>	Word	<p>[Planning scheme] C[number] [insert document name of the prescribed information] [amendment stage]</p>	<p>Submit this information electronically.</p> <p>This information should be with the letter from the planning authority to the Minister when submitting the adopted amendment. It can be in the form of an appendix to the letter.</p> <p>Discuss with the relevant department regional office what additional background information is required when submitting an adopted amendment for approval.</p>	<input type="checkbox"/>
<p>Section 173 Agreements</p>	Word	<p>[Planning scheme] C[number] [address on the S173 Agreement] Section 173 Agreement [amendment stage]</p> <p>Example: Gumnut C1 14 Victoria Street, Gumnut Section 173 Agreement Adopted</p>		<input type="checkbox"/>

BLANK

Example: Amendment Instruction Sheet

Planning and Environment Act 1987

GUMNUT PLANNING SCHEME

AMENDMENT C1

INSTRUCTION SHEET

The planning authority for this amendment is the Gumnut Shire Council.

The Gumnut Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 12 attached map sheets.

Zoning Maps

1. Amend Planning Scheme Map No.13 in the manner shown on the 1 attached map marked "Gumnut Planning Scheme, Amendment C1".
2. Amend Planning Scheme Map Nos.14 and 15 in the manner shown on the 1 attached map marked "Gumnut Planning Scheme, Amendment C1".

Overlay Maps

3. Amend Planning Scheme Map No.13ESO in the manner shown on the 1 attached map marked "Gumnut Planning Scheme, Amendment C1".
4. Amend Planning Scheme Map Nos.14HO and 15HO in the manner shown on the 3 attached maps marked "Gumnut Planning Scheme, Amendment C1".
5. Amend Planning Scheme Map No. 8DDO and insert new Planning Scheme Map Nos. 3DDO, 4DDO and 5DDO in the manner shown on the 1 attached map marked "Gumnut Planning Scheme, Amendment C1".
6. Insert new Planning Scheme Map Nos. 14DPO and 15DPO in the manner shown on the 2 attached maps marked "Gumnut Planning Scheme, Amendment C1".
7. Amend Planning Scheme Map No. 17EAO and delete Planning Scheme Map Nos. 18EAO and 19EAO in the manner shown on the 1 attached map marked "Gumnut Planning Scheme Amendment C1".
8. Delete Planning Scheme Map No.16EAO in the manner shown on the 1 attached map marked "Gumnut Planning Scheme, Amendment C1".
9. Amend Planning Scheme Map No. 15RXO in the manner shown on the 1 attached map marked "Gumnut Planning Scheme, Amendment C1", by replacing the Road Closure Overlay on a permanent basis. The Road Closure Overlay was applied in the interim by Amendment C2.

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

10. In Local Planning Policy Framework – replace Clause 21.02 with a new Clause 21.02 in the form of the attached document.
11. In Local Planning Policy Framework – replace Clause 21.03 with a new Clause 21.03 in the form of the attached document.

Insert the total number of individual attached maps.

Either:

1. List each individual attached map.

OR

2. If there are multiple individual attached maps with the same map numbers, summarise the total number of maps being amended.

Ensure that the planning scheme maps described as being amended, deleted or inserted on the Instruction Sheet are equal in number to the individual attached maps submitted with the amendment.

Only use delete instruction (example 6) when you are deleting the entire Planning Scheme Map otherwise use replace instruction.

If the attached maps are replacing interim overlay maps with permanent overlay maps.

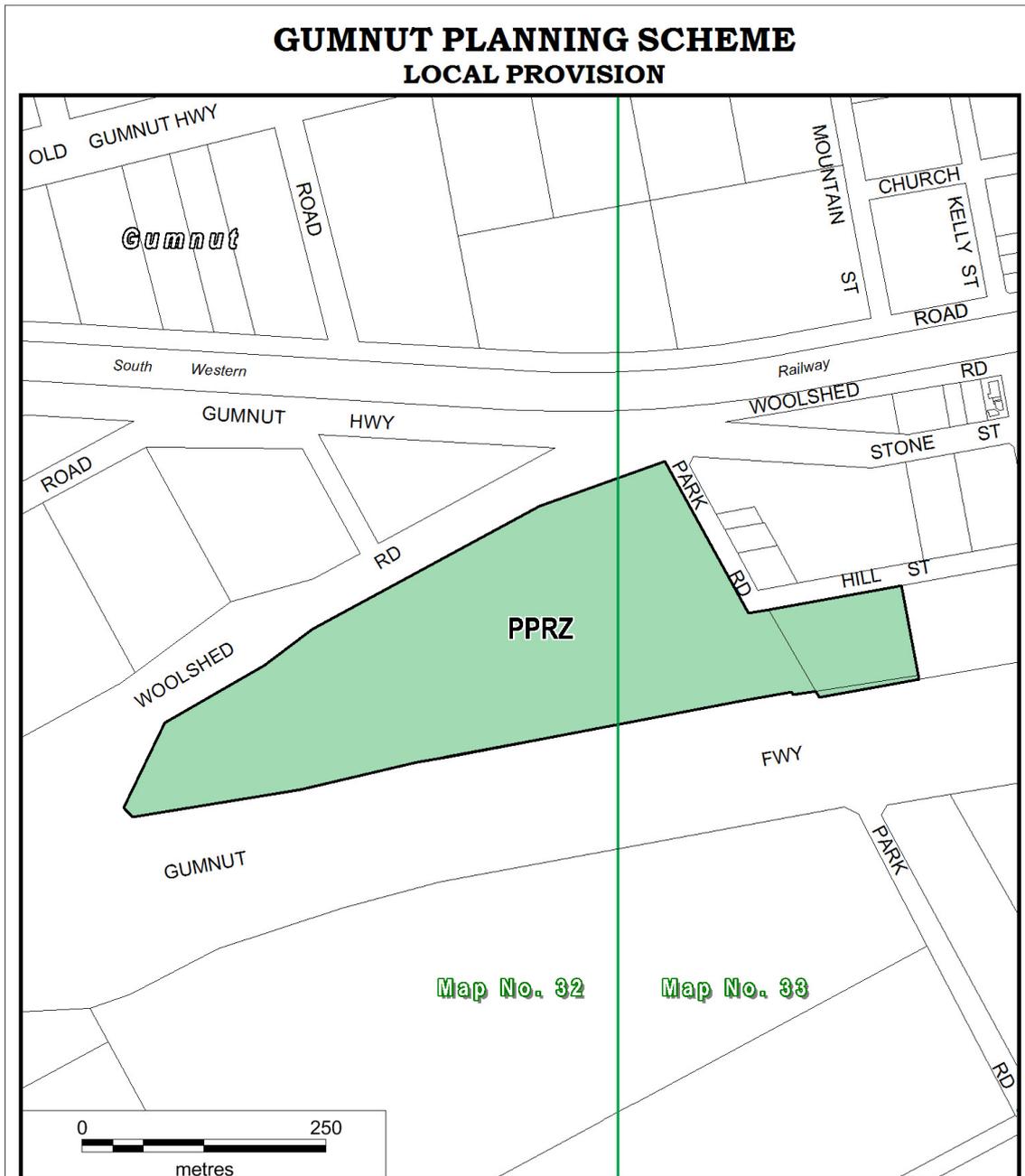
- Provide an itemised list of all amended, inserted or deleted clauses and schedules.
- Changes to the subclauses do not need to be itemised.
- Ensure the current version of the clause has been used from the VPP.
- In relation to the schedules to clause 52.28 they relate to certain aspects of the clause. When amending this schedule outline which particular schedule is being amended.
- The table of contents and list of amendments do not need to be listed.

12. In Local Planning Policy Framework – replace Clause 21.04 with a new Clause 21.04 (no content) in the form of the attached document.
13. In Local Planning Policy Framework – replace Clause 21.07 (no content) with a new Clause 21.07 in the form of the attached document.
14. In Local Planning Policy Framework – replace Clause 21.09 with a new Clause 21.09 in the form of the attached document.
15. In Local Planning Policy Framework – replace Clause 22.03 with a new Clause 22.03 in the form of the attached document.
16. In Local Planning Policy Framework – insert a new Clause 22.05 in the form of the attached document.
17. In Local Planning Policy Framework – delete Clause 22.06.
18. In Zones – delete Clause 33.01 and the Schedule.
19. In Zones – Clause 37.01, replace Schedule 1 with a new Schedule 1 in the form of the attached document.
20. In Zones – Clause 37.01, replace Schedule 2 with a new Schedule 2 in the form of the attached document.
21. In Zones – Clause 37.02, replace Schedule 2 with a new Schedule 2 in the form of the attached document.
22. In Zones – insert Clause 37.03 in the form of the attached document.
23. In Zones – Clause 37.03, insert a new Schedule in the form of the attached document.
24. In Zones – delete Clause 37.06 and Schedules 1 and 2.
25. In Overlays – Clause 42.03, replace Schedule 2 with a new Schedule 2 in the form of the attached document.
26. In Overlays – Clause 43.01, replace the Schedule with a new Schedule in the form of the attached document.
27. In Overlays – Clause 43.02, replace Schedule 2 with a new Schedule 2 in the form of the attached document.
28. In Overlays – insert Clause 43.04 in the form of the attached document.
29. In Overlays – Clause 43.04, insert a new Schedule 1 in the form of the attached document.
30. In Overlays – delete Clause 44.01.
31. In Overlays – delete Clause 45.06 and Schedules 1 and 2.
32. In Particular Provisions – Clause 52.17, replace the Schedule with a new Schedule in the form of the attached document.
33. In Particular Provisions – Clause 52.28, replace Schedule 52.28-3 with a new Schedule in the form of the attached document.
34. In General Provisions – Clause 61.01, replace the Schedule with a new Schedule in the form of the attached document.
32. In General Provisions – Clause 61.03, replace the Schedule with a new Schedule in the form of the attached document.
33. In Incorporated Documents – Clause 81.01, replace the Schedule with a new Schedule in the form of the attached document.

End of document

When inserting a clause, ensure the relevant schedule is inserted.

Example: Amendment zoning map sheet



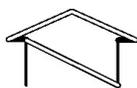
LEGEND

PPRZ Public Park and Recreation Zone

Part of Planning Scheme Maps 32 & 33

AMENDMENT C54

| Planning Mapping Services |
| Amendments Coordination Team |
| Planning Systems |
| Planning & Heritage |

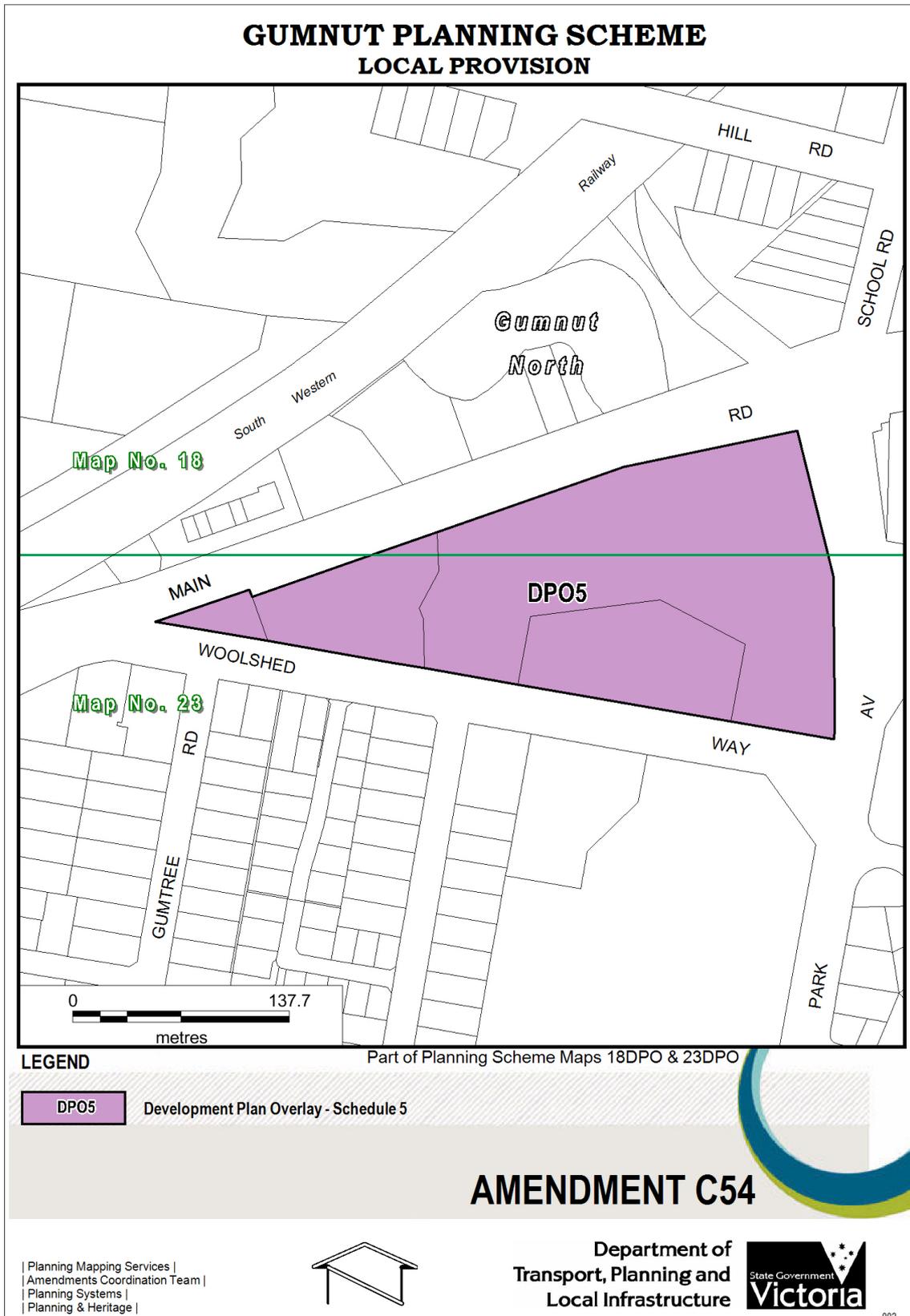


Department of
Transport, Planning and
Local Infrastructure



001

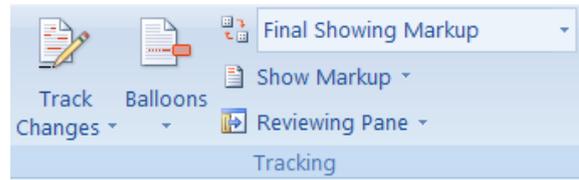
Example: Amendment overlay map sheet



Track change instructions for Microsoft Word

Home Insert Page Layout References Mailings Review View Add-Ins HP ePrint and Share Acrobat

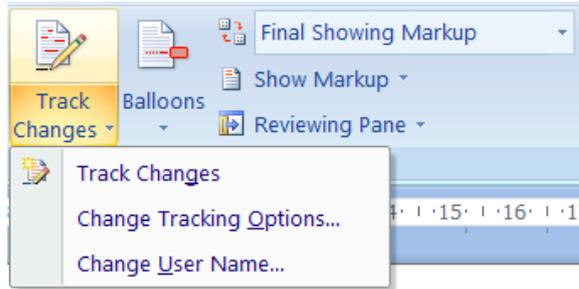
Review tab – Tracking toolbar



'Track changes' button has 3 sections

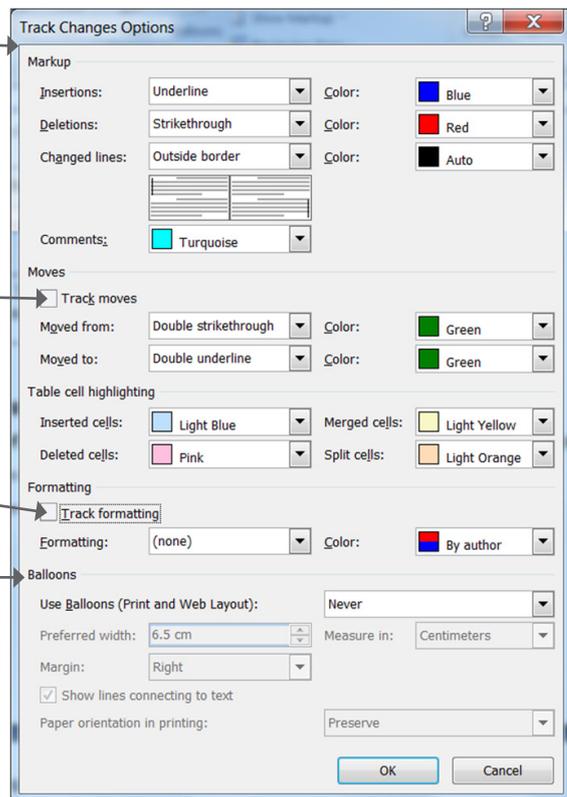
1. **Track changes** – this button switches the 'track changes' function On and Off

2. 'Change Tracking Options' settings should be:



'Markup' dialogue box:

- **Insertions** – Underlined Colour – Blue
- **Deletions** – Strikethrough Colour – Red
- **Changed line** – Outside border Colour – Black
- **Track moves** – not selected



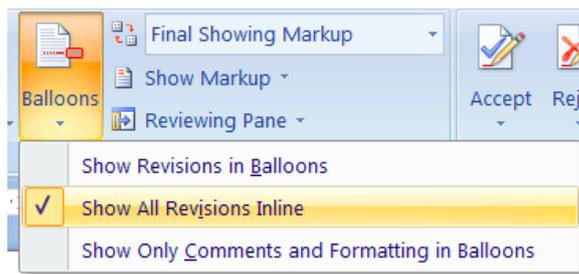
Formatting – not selected

Balloons

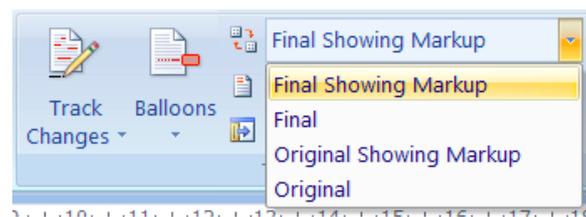
- **Use balloons** – choose 'Never'

3. **Change User name** – no change needed

'Balloons' button has 3 choices, select 'Show All Revisions Inline'



'Display for Review' field has 4 choices. 'Final Showing Markup' should be selected to show in 'track changes' format. For final version with changes included select 'Final'.



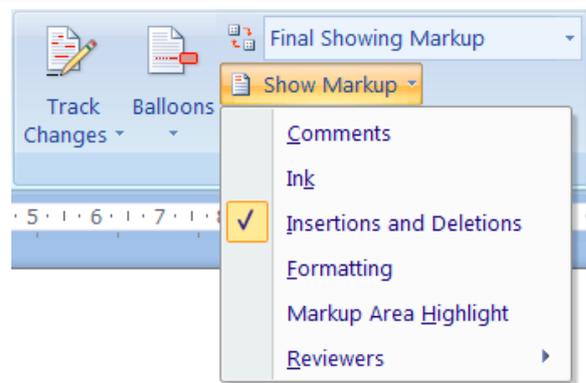
Final Showing Markup – shows changes to document marked

Final – shows document with changes to document included and not marked

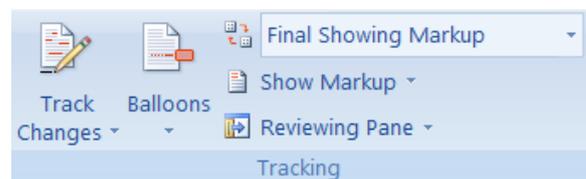
Original Showing Markup – shows original text and markup

Original – shows original text without change

'Show Markup' button has 6 options to choose. 'Insertions and Deletions' should only be selected.



'Reviewing Pane' should not be selected.



Example: Clause and schedule in 'track changes' format

GUMNUT PLANNING SCHEME

- 22.01**
10/10/2010
~~C98~~
[Proposed C100](#)
- URBAN DESIGN POLICY – GUMNUT SOUTH DEVELOPMENT AREA**
- This policy relates to the key focus area of settlement and applies to the consideration of all applications to develop land within the Gumnut South Development Area.
- 22.01-1**
10/10/2010
~~C98~~
[Proposed C100](#)
- Policy basis**
- The Municipal Strategic Statement encourages an integrated urban design approach be applied to all new development, including the proposed height and scale of the development in relation to its particular setting and location.
- [It encourages all new development to generally respect the one or two storey built form character of the City in residential areas and most commercial areas.](#)
- 22.01-2**
10/10/2010
~~C98~~
[Proposed C100](#)
- Objectives**
- To ensure the design and scale of new development makes a positive contribution to the built form of the area and ~~is respectful to the existing character and streetscape:~~ [creates a new contemporary character for the Gumnut South Development area.](#)
 - ~~To ensure the use of materials and form of construction respects the character of the area:~~
 - [To encourage innovation, good design and high standards in the construction of new buildings.](#)
 - [To encourage buildings to be designed to take maximum advantage of climatic factors to minimise energy utilisation.](#)
- 22.01-3**
10/10/2010
C90
- Policy**
- It is policy that:
- Development achieves a high standard of urban design with the selection of building materials.
 - New buildings:
 - Setbacks are diverse and not consistent with those of adjoining buildings.
 - Forms and the materials are modern and innovative to create a new residential and commercial character.
- 22.01-4**
10/10/2010
~~C98~~
[Proposed C100](#)
- Application requirements**
- In addition to the provisions of Clause 52.35, the following information is required to be submitted, as appropriate:
- A landscape plan.
 - ~~Existing land uses and buildings and works on the site and of adjoining properties:~~
 - [A statement explaining how the proposal addresses this policy.](#)

GUMNUT PLANNING SCHEME

22.01-5

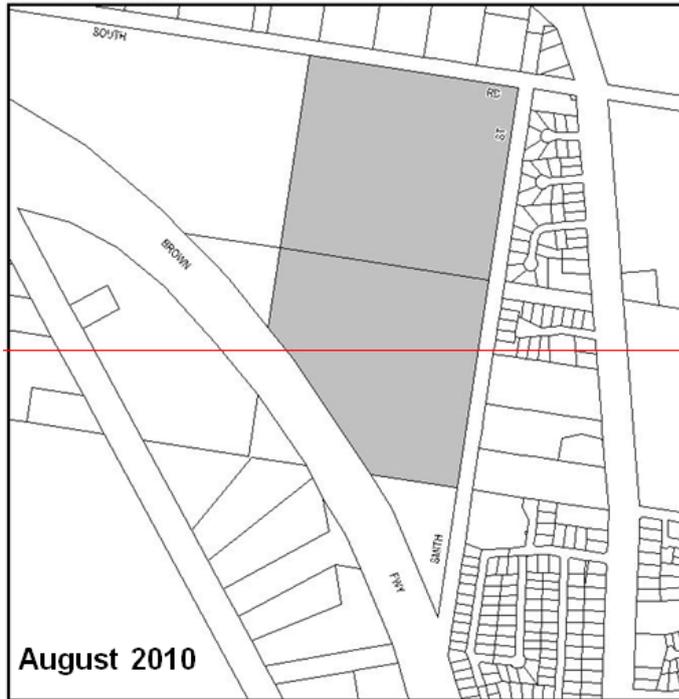
10/10/2010

~~G98~~

[Proposed C100](#)

Gumnut South Development Area

Map 1 - Gumnut South Development Area



GUMNUT PLANNING SCHEME

10/10/2010
~~C99~~
 Proposed C100

SCHEDULE 1 TO THE NEIGHBOURHOOD CHARACTER OVERLAY

Shown on the planning scheme map as **NC01**.

GUMNUT GARDEN RESIDENTIAL PRECINCT

1.0
 10/10/2010
~~C99~~
 Proposed C100

Statement of neighbourhood character

The Gumnut Garden is a significant open space area located in the middle of the Gumnut Garden Residential Precinct. The Gumnut Garden Residential Precinct displays a very strong landscape and garden theme. The significance of this area is attributable to a number of key neighbourhood character features including attractive private residential gardens comprising mature indigenous and exotic species, generous front, side and rear setback of existing dwellings, the modest nature of existing development, street trees and the Gumnut Garden itself.

The residential precinct plays a pivotal role in maintaining the landscape and natural environment values of the Gumnut Garden. The Garden's edge, and its interface with local streets, is paramount to these values.

The general setting of the Garden, including the streets in the precinct, play a role in contributing to the attractive garden character of the area.

The preservation and enhancement of the character of this precinct is dependent on ensuring that the building form maintains an inconspicuous profile against the dominant landscape values, adequate open space is set aside to sustain medium to large trees and existing significant vegetation is maintained.

2.0
 10/10/2010
~~C99~~
 Proposed C100

Neighbourhood character objective

To maintain and enhance the existing treed interface between residential properties and the Gumnut Garden.

To retain the informal garden qualities and the dominance of medium to large sized evergreen and deciduous trees.

~~To ensure that development provides for adequate building setbacks to protect and enhance the open garden character of the area.~~

~~To ensure that the location and scale of new buildings and works is consistent with the prevalent character of the area.~~

3.0
 10/10/2010
 C90

Permit requirement

A permit is required to remove, destroy or lop a tree.

GUMNUT PLANNING SCHEME

4.0

10/10/2010

~~G99~~[Proposed C100](#)**Decision guidelines**

Before deciding on an application, the responsible authority must consider:

- The reasons for removing any tree and the practicalities of alternative options that do not require removal of any trees.
- ~~The size and species of any replacement vegetation:~~
- ~~The effect of any building and works, including paving, landscaping and fencing on the garden character of the area:~~
- [The selection of building materials.](#)

GUMNUT PLANNING SCHEME

22.01 URBAN DESIGN POLICY – GUMNUT SOUTH DEVELOPMENT AREADD/MM/YYYY
Proposed C100

This policy relates to the key focus area of settlement and applies to the consideration of all applications to develop land within the Gumnut South Development Area.

This policy applies to development of land in the area shown in the Gumnut South Development Area in Clause 22.01-5.

22.01-1 Policy basisDD/MM/YYYY
Proposed C100

The Municipal Strategic Statement encourages an integrated urban design approach be applied to all new development, including the proposed height and scale of the development in relation to its particular setting and location.

It encourages all new development to generally respect the one or two storey built form character of the City in residential areas and most commercial areas.

22.01-2 ObjectivesDD/MM/YYYY
Proposed C100

- To ensure the design and scale of new development makes a positive contribution to the built form of the area and creates a new contemporary character for the Gumnut South Development area.
- To encourage innovation, good design and high standards in the construction of new buildings.
- To encourage buildings to be designed to take maximum advantage of climatic factors to minimise energy utilisation.

22.01-3 PolicyDD/MM/YYYY
Proposed C100

It is policy to:

- Development achieves a high standard of urban design with the selection of building materials and with the construction.
- New Buildings:
 - Forms and the materials are modern and innovative to create a new residential and commercial character.

22.01-4 Application requirementsDD/MM/YYYY
Proposed C100

In addition to the provisions of Clause 52.35, the following information is required to be submitted, as appropriate:

- A landscape plan.
- A statement explaining how the proposal addresses this policy.

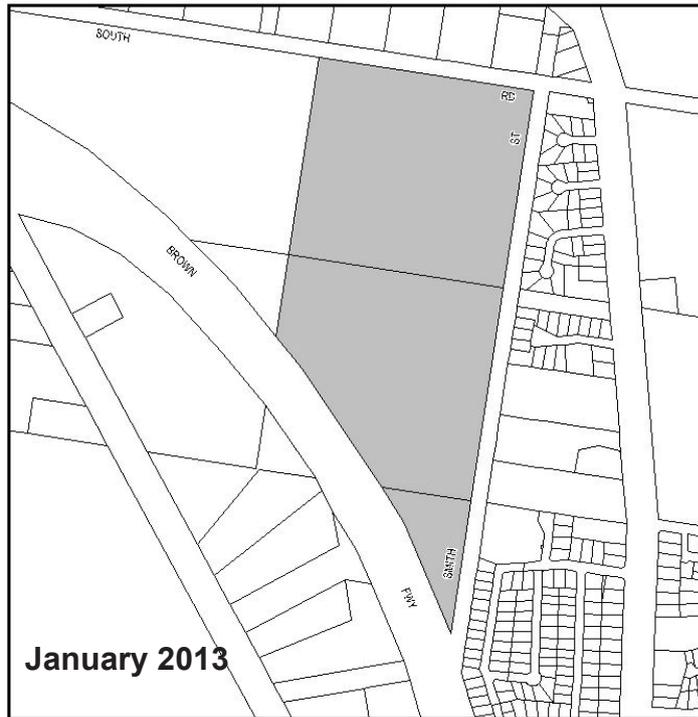
22.01-5 Policy ReferenceDD/MM/YYYY
Proposed C100

- Gumnut Urban Design Guidelines, July 2012.
- Gumnut South Mater Plan, January 2012

GUMNUT PLANNING SCHEME

22.01-6 Gumnut South Development Area
DD/MM/YYYY
Proposed C100

Map 1 - Gumnut South Development Area



Example: Inserting a new clause in final format

GUMNUT PLANNING SCHEME

22.01
DD/MM/YYYY
Proposed C100

URBAN DESIGN POLICY – GUMNUT SOUTH DEVELOPMENT AREA

This policy relates to the key focus area of settlement and applies to the consideration of all applications to develop land within the Gumnut South Development Area.

This policy applies to development of land in the area shown in the Gumnut South Development Area in Clause 22.01-5.

22.01-1
DD/MM/YYYY
Proposed C100

Policy basis

The Municipal Strategic Statement encourages an integrated urban design approach be applied to all new development, including the proposed height and scale of the development in relation to its particular setting and location.

It encourages all new development to generally respect the one or two storey built form character of the City in residential areas and most commercial areas.

22.01-2
DD/MM/YYYY
Proposed C100

Objectives

- To ensure the design and scale of new development makes a positive contribution to the built form of the area and creates a new contemporary character for the Gumnut South Development area.
- To encourage innovation, good design and high standards in the construction of new buildings.
- To encourage buildings to be designed to take maximum advantage of climatic factors to minimise energy utilisation.

22.01-3
DD/MM/YYYY
Proposed C100

Policy

It is policy to:

- Development achieves a high standard of urban design with the selection of building materials and with the construction.
- New Buildings:
 - Forms and the materials are modern and innovative to create a new residential and commercial character.

22.01-4
DD/MM/YYYY
Proposed C100

Application requirements

In addition to the provisions of Clause 52.35, the following information is required to be submitted, as appropriate:

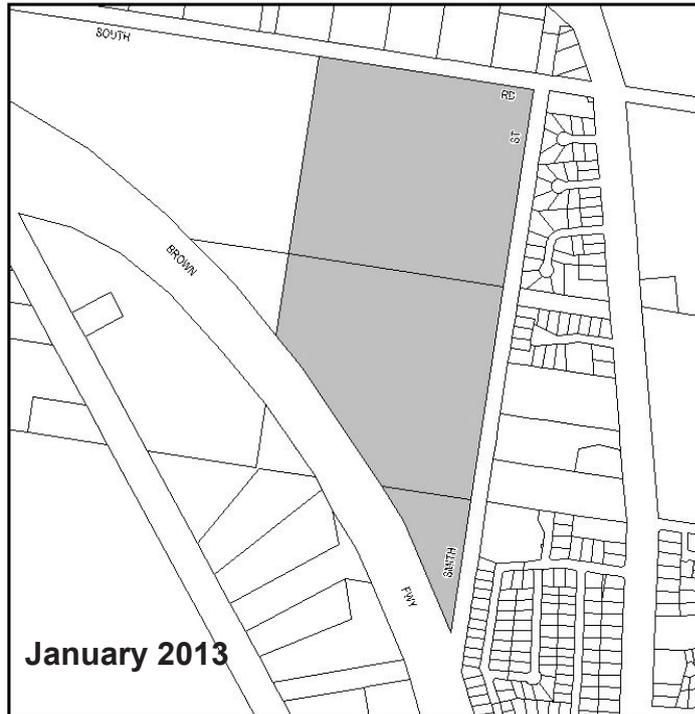
- A landscape plan.
- A statement explaining how the proposal addresses this policy.

GUMNUT PLANNING SCHEME

22.01-5
DD/MM/YYYY
Proposed C100

Gumnut South Development Area

Map 1 - Gumnut South Development Area



Amendment documents checklist

Planning Scheme and C number:

<input type="checkbox"/> Exhibition	<input type="checkbox"/> Minister Approval	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Maps
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Amendment Document	Check	*PA	**Dept		
Explanatory Report	Current online template				
	Planning Scheme and C number				
	Planning authority (consistent with Schedule to 61.01 or s.20(4) – ‘Minister for Planning’)				
	‘Panel hearing dates’ section (Exhibition only)				
	‘Where you may inspect this Amendment’ details provided				
	‘Submissions’ section (Exhibition only)				
	Explanatory Report updated to reflect any changes since Exhibition / Adoption (Adoption only)				
Clauses / Schedules	Current version of planning clauses and schedules (refer to dates in text boxes)				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> Text boxes Amending existing provisions (track changes) Date of current clause Existing C# strikethrough Proposed C number <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> 19/01/2006 G29 Proposed C40 </div> </td> <td style="width: 50%; padding: 5px;"> Substantial rewrite or New provision (final form) No date Proposed C number <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">DD/MM/YYYY Proposed C40</div> OR <div style="border: 1px solid black; padding: 2px; text-align: center;">--/--/---- Proposed C40</div> </div> </td> </tr> </table>	Text boxes Amending existing provisions (track changes) Date of current clause Existing C# strikethrough Proposed C number <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> 19/01/2006 G29 Proposed C40 </div>	Substantial rewrite or New provision (final form) No date Proposed C number <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px; text-align: center;">DD/MM/YYYY Proposed C40</div> OR <div style="border: 1px solid black; padding: 2px; text-align: center;">--/--/---- Proposed C40</div> </div>		
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	Consistent with <i>Ministerial Direction: The Form and Content of Planning Schemes</i>				
	Entire clause or schedule submitted (not just the page being amended)				
	Planning Scheme included in header and Schedule name and pages included in footer				
	Land uses in table are in alphabetical order (refer to VPP head clause land use table as a guide)				
	Schedule to Clause 61.03 lists maps in alphabetical order				
	Schedule to Clause 81.01 lists Incorporated documents in alphabetical order				
	Incorporated Document	Date (month and year) included in Incorporated Document title			
Incorporated document title consistent in all amendment documents (Schedule to 52.03, Schedule to 81.01, Explanatory Report, List of Amendments description)					
Incorporated document in final form (with no track changes marked)					
Instruction sheet	Current online template				
	<i>Planning and Environment Act 1987</i> included at top of page				
	Planning Scheme and C number				
	Planning authority (consistent with Schedule to 61.01 or s.20(4) – ‘Minister for Planning’)				
	Total number of attached map sheets specified under header ‘Planning Scheme Maps’				
	Under headings ‘Zoning Maps’ and ‘Overlay Maps’, list maps in numerical order				
	Under heading ‘Planning Scheme Ordinance’, list all clauses and schedules in numerical order by clause number				
	Correct Instruction Sheet terms used (that is, amend, replace, insert or delete)				
Application forms	‘List of Amendments description’ concise and clear				
	‘Table of contents’ changes specified				
All documents	No watermarks (to remove go to ‘Page layout’ tab, select watermark icon, select ‘remove watermark’)				

Name:

Date:

Refer to the *Guidelines for Preparing Planning Scheme Amendment Documentation, September 2014*
Refer to the *Ministerial Direction: The Form and Content of Planning Schemes*

*Planning Authority
**Department

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Glossary

Amend	'Amend' is used in the amendment documents and means to change, modify or revise the text and maps in the planning scheme.
Apply	Apply is used in the amendment documents and means to include land in an overlay.
Authorisation	A municipal council, other Minister or public authority can only prepare an amendment to a planning scheme if authorised to do so by the Minister for Planning (refer to sections 8A and 9 of the Planning and Environment Act 1987). The purpose of the authorisation is to identify whether a proposal is consistent with State Policy or interests and ensure that it makes appropriate use of the <i>Victoria Planning Provisions</i> (VPP).
Clause	The planning scheme is made up of a number of clauses. A clause consists of number and a title, for example 11 Settlement, 22.04 Heritage Overlay, 32.01 Residential 1 Zone, 45.01 Public Acquisition Overlay. In the case of a schedule in a planning scheme, the term 'head clause' is used to refer to the clause to which the schedule is attached.
Delete	'Delete' is used in the amendment documents and means to remove text and maps from the planning scheme.
Exhibition	The planning authority must give notice of any amendment it prepares to a planning scheme. Notice must be given to every Minister, public authority, municipal council and owners and occupiers of land that the planning authority believes may materially be affected by the amendment (refer to sections 17, 18 and 19 of the Act).
Planning scheme amendment map sheet	A planning scheme amendment map sheet is prepared by the department to show the changes the amendment will make to a planning scheme map. One individual map sheet may represent part of or more than one planning scheme map. The map sheet can show insertions, deletions and amendments proposed to a Zone or Overlay map. The map sheets are attached to the Instruction Sheet.
Implement	Implement is used in the amendment documents and means to introduce planning provisions to give effect to a strategic document, such as a structure plan or a neighbourhood character study.
Insert	'Insert' is used in the amendment documents and means to add, introduce or include text and maps to the planning scheme.
Overlay	An overlay is a planning scheme provision that applies in addition to the zone provision. Overlays ensure that important aspects of the land are recognised (such as areas of significant vegetation or special heritage significance). Generally, overlays may only impose requirements relating to the development of land, not use.
Planning Scheme Map	The Planning scheme map is a detailed map showing where zone provisions and overlay provisions apply and show the actual planning scheme data. A planning scheme map is also known as a consolidated map.
Replace	'Replace' is used in the amendment documents and means to reinstate or substitute the text and maps in the planning scheme.
Rezone	Rezone is used in the amendment documents and means to change the zone of the land.
Schedule	A schedule in a planning scheme reflects the needs and circumstances of individual municipalities. A schedule can be attached to a zone or overlay.

Subclause A clause or schedule may be divided into subclauses. Subclauses are grouped requirements by subject matter so that the provisions can be more easily understood.

Text boxes Text boxes are located in all Word provisions and state the gazettal date and the C or VC amendment for which the clause or schedule has been amended.

Zone A zone is a planning provision. Zones reflect the primary character of land (such as residential, industrial or rural) and indicate the type of use and development which may be appropriate in that zone.
