

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: none;"> <tr> <td style="width: 50%; border: none;"> 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%; border: none;"> 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)				
Schedule to Clause 61.03, if maps are inserted or deleted					
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