# 03 ATSQRGAMN Create an amendment (non-Department)

<table>
<thead>
<tr>
<th>Stage</th>
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</table>
| **Introduction** | This quick reference guide will take you through the steps for creating an amendment (non-Department).  
| **Audience** | Council Planning Authority  
| | Other Planning Authorities  
| **Legend** |  
| **Note:** | Hint or tip  
| **Important:** | Critical information or outcome or next step  

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Version 1.1
## Draft an amendment (Non-Department)

**Important:**
- All mandatory fields have a red asterisk (*) next to them.
- Refer to the step numbers (e.g. 2) in screenshots for guidance on how to enter information when completing a draft amendment.

The Amendment Tracking System process commences with the initiation of a draft application and follows these sections:

I. Preliminary Information
II. Affected Land Details
III. Details of Amendment (A)
IV. Details of Amendment (B)
V. Supporting Documents
VI. Submit Your Amendment
**03 ATSQRGAMN Create an amendment (non-Department)**

<table>
<thead>
<tr>
<th>Screenshots</th>
<th>Steps</th>
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<tbody>
<tr>
<td><img src="image1.png" alt="Screenshot" /></td>
<td><strong>I. Preliminary Application Form</strong></td>
</tr>
<tr>
<td><img src="image2.png" alt="Screenshot" /></td>
<td>1. Click <strong>Create amendment</strong> to begin.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Screenshot" /></td>
<td>2. In <strong>Amendment details</strong> section with a summary of the proposal using standard terms.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Screenshot" /></td>
<td><strong>Note:</strong> Click 🔍 button for this message: <em>Summarise the proposal in three-to-five lines using the standard terms. You do not need to include details of each change to the planning scheme.</em></td>
</tr>
<tr>
<td><img src="image5.png" alt="Screenshot" /></td>
<td>3. Respond to <strong>What is the type of amendment?</strong> by selecting the amendment type for the application:</td>
</tr>
<tr>
<td><img src="image6.png" alt="Screenshot" /></td>
<td>• C – amend a single planning scheme</td>
</tr>
<tr>
<td><img src="image7.png" alt="Screenshot" /></td>
<td>• GC – amend multiple planning schemes</td>
</tr>
<tr>
<td><img src="image8.png" alt="Screenshot" /></td>
<td>4. Respond to <strong>What is the amendment classification?</strong> by selecting the relevant option(s) being submitted with the amendment:</td>
</tr>
<tr>
<td><img src="image9.png" alt="Screenshot" /></td>
<td>• Exhibited – amendment with notice</td>
</tr>
<tr>
<td><img src="image10.png" alt="Screenshot" /></td>
<td>• Ministerial – amendment without notice</td>
</tr>
<tr>
<td><img src="image11.png" alt="Screenshot" /></td>
<td>• Prescribed – prescribed amendment under section 20A of the Act</td>
</tr>
<tr>
<td><img src="image12.png" alt="Screenshot" /></td>
<td>5. Respond to <strong>The amendment contains</strong> by selecting whether your amendment changes:</td>
</tr>
<tr>
<td><img src="image13.png" alt="Screenshot" /></td>
<td>• Only maps</td>
</tr>
<tr>
<td><img src="image14.png" alt="Screenshot" /></td>
<td>• Only ordinances</td>
</tr>
<tr>
<td><img src="image15.png" alt="Screenshot" /></td>
<td>• Both</td>
</tr>
</tbody>
</table>
6. The following sections of the form will be updated automatically, based on your profile:
   - Planning scheme details
   - Planning authority details
   - Planning authority contact details

   **Note:** These sections are automatically filled in and cannot be edited.

7. Add **Proponent** details, if you are initiating the draft application on behalf of another party.

   **Note:** Leave this field blank if there is no proponent and the draft is being submitted by council.

8. Click **Begin Application** to continue.

   *Once you create the amendment, you will be automatically returned to the main page where you can find the created amendment listed.*

9. Click the relevant **Amendment number** to continue the draft application.

10. Click on the top or bottom right corner to continue.
II. Affected Land Details

**Note:** You are only required to enter (as a minimum) one of the following in this section:

- Street address
- Informal land description

11. Enter the **Street address** of the property if the application relates to a development.

12. Click ➕ icon to add multiple properties to the application if the application affects more than one property.

13. Enter an **Informal land description**.

**Note:** Ensure the description is succinct, and upload relevant Map file, list of properties or other land description files, as required.

14. Click **Upload New** to attach relevant supporting documentation, maps or land description and files to the application.

**Note:** The file name should adhere to the appropriate naming conventions in the *Guidelines for Preparing Planning Scheme Amendment Documentation - September 2014*. Large files may take longer to upload.

15. Click ➔ on the top or bottom right corner to continue.
### III. Details of Amendment (A)

16. Select one or more **Amendment Category** relating to the draft amendment.

17. Indicate whether you have discussed the proposed amendments with the Department. Click **Yes** or **No**.

18. In the **Combined permit amendment** section, select the relevant response (**Yes** or **No**) relating to each of these four sections of the form:
   - Combined planning permit application and planning scheme amendment
   - Strategic assessment guidelines. Provide an explanation in the specified field.
   - Form and content of planning schemes
   - Exemptions from complying with a ministerial direction

19. Click 📢 on the top/ bottom right corner to continue.
### IV. Details of Amendment (B)

20. Select the relevant response (Yes or No) relating to the application for the next four sections:

- Registered restrictive covenants
- Crown land
- Agreement land
- Other government departments and agencies
- Ratification by Parliament

21. Click on the top or bottom right corner to continue.
V. Supporting Documents

22. Identify the relevant documents that you can upload in the Supporting documents section:

- Strategic assessment guidelines checklist
- Explanatory report
- Council report/minutes or request for the amendment
- Amendment map(s)
- Instruction sheet
- Permit if submitting a section 96A combined permit and amendment
- Any other documentation

**Note:** The file name should adhere to the appropriate naming conventions in the Guidelines for Preparing Planning Scheme Amendment Documentation - September 2014. Large files may take longer to upload.

**Important:** Contact your Planning Support Officer, if you are unable to provide the information requested above.

23. Click on the top or bottom right corner to continue.
Screenhots

Submit your amendment
You are about to submit your amendment.

Ensure all required documents have been attached and utilise the current screenshots. This will ensure your amendment will process as quickly as possible. An amendment document checklist is also available to assist you.

When you press the Submit button, you will receive a confirmation email that your amendment has been received.

Steps

VI. Submit Your Amendment

24. Complete the document checklist as appropriately suited to the amendment type. The checklist also ensures the quality of the submission is to Department standards.

25. Click Submit to complete the draft of the application.

Note: You will need to ensure you have at least 1 instruction in your Instruction list in Keystone or you will get the following error message:

“Please ensure you have drafted your amendment ordinance in ATS (Keystone). This includes completing the Instruction list in ATS”

The amendment will now be visible on your dashboard.

You will receive a notification email which includes a copy of the application and a list of all submitted documentation.