

# G2 - Guide for Planning Authorities: Making a Panel Request

Version: February 2020

## Making a Panel Request

To request a Panel, write to the Chief Panel Member of Planning Panels Victoria (PPV) who has delegated authority from the Minister for Planning to appoint a Panel. An example letter is provided at the end of this guide to assist you.

When requesting a Panel, please:

- summarise the nature of the proposal
- identify any Applicant or Proponent if not the Council
- indicate the number of submissions received
- identify who the submissions are from (i.e. various groups/individuals)
- identify the major issues raised in the submissions
- confirm the pre-set dates required for the Directions Hearing and Public Hearing, and the estimated number of hearing days that may be required (consider the extent of evidence and number of submissions).

Where applicable, PPV asks that you provide the following information electronically and clearly labelled **no later than three business** days of formally requesting a Panel:

- correspondence authorising the amendment to proceed
- Council report resolving to exhibit the amendment
- the exhibited planning scheme amendment
- details of notice given to affected parties of any post exhibition changes
- Council report resolving to request a Panel
- submitter, proponent and Council contact details (with email addresses) to be used for communication purposes (e.g. Excel spreadsheet). (email is the preferred method of contact)
- all submissions received (including public agencies), numbered in correlation with the submitter contact list
- the planning permit application and exhibited permit (if applicable)
- a full set a plans
- any other supporting documents exhibited with the amendment
- any relevant Council officer reports
- relevant extracts of the Planning Policy Framework and other relevant extracts from the planning scheme (eg schedules to zones or overlays)
- other relevant strategic material.

While PPV seeks to work electronically, the Panel may request a hard copy of documents once the Panel has been appointed.

PPV will advise of who the relevant administration team or project team will be at this stage.

## Late submissions

Where late submissions are to be referred to the Panel, the contact details spreadsheet which identifies new submitter details and their corresponding submission number needs to be updated and resent, accompanied with the late submission.

Late submissions must be accompanied by a Council referral to do so.

## Contacting the Panel Coordinator

Panel Coordinator  
Planning Panels Victoria  
Email: [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au)  
Phone: (03) 8624 5712

Postal address:  
GPO Box 2392  
Melbourne 3001

Street address:  
Level 5  
1 Spring Street  
Melbourne 3000

## Further Information

Further information about Planning Panels Victoria can be found at <https://www.planning.vic.gov.au/panels-and-committees/panels-and-committees>.

## Sample Letter - Requesting the Appointment of a Panel

<insert date>

The Chief Panel Member  
Planning Panels Victoria  
GPO Box 2392  
MELBOURNE 3001

Dear Chief Panel Member

**RE: <Insert Planning Scheme Amendment>**

### **Request to Appoint a Panel**

After considering submissions to the above amendment, Council resolved at its meeting on<insert date> to refer the submission(s) to a Panel.

This amendment was prepared by <insert council>, at the request of <insert proponent details>.

On behalf of <insert council>, I request that a Panel be appointed under Part 8 of the *Planning and Environment Act 1987* to consider the above amendment and submissions received.

The amendment proposes to: <insert summary>

During the exhibition period <insert dates>, <insert number> submissions were received. They were received from <insert submitter details, i.e. various groups/individuals>. The major issues raised were <insert major issues highlighted in submissions>.

The Directions Hearing is pre-set for the week starting <insert date>. The main Panel Hearing is pre-set for the week starting <insert date>. <Insert any preferences for specific date/s and location>. The main Panel Hearing is expected to run for <insert number> of days.

I have provided the following documentation:

- <insert list of information provided electronically>

If you have any queries or would like further information, please contact <Insert officer's name and contact details>.

Yours sincerely,