

# G3 - Guide for Planning Authorities: The Hearing process

Dated: 1 February 2020

## After being advised of the Panel appointment

Before the Directions Hearing, advise the Panel through the Panel Coordinator:

- preferred Directions Hearing and Panel Hearing venue
- any matters which should be raised at the Directions Hearing.

For many amendments, a project officer will work with the Panel to assist its process. In consultation with PPV, book a venue for the Directions Hearing and main Panel Hearing.

## Hearing Room layout

If the Planning Authority is responsible for providing a room for either the Directions Hearing or the main Panel Hearing, please see an example of room layout at the end of this guide.

## Panel requirements

- A breakout room for Panel deliberations
- Car parking for the Panel Member(s) may be required – this will be confirmed by the Panel Coordinator or Project Officer.

## Directions Hearing notification

The Panel Coordinator or Project Officer will send the Directions Hearing notification letter to all submitters. The letter will include:

- Date, time and venue of the Directions Hearing
- information on the Panel process
- a link to the '[Request to be heard](#)' form if submitters wish to speak at the main Panel Hearing (or wish to be kept informed)
- an indication of dates when the main Panel Hearing will be held.

The Planning Authority must also fill in a request to be heard form so that the Panel understands its time requirements and any representative and expert witness details. If it is a proponent-led amendment, details of the Proponent must be provided.

Copies of completed 'Request to be heard' forms will not be provided to the Planning Authority or other parties.

## Following the Directions Hearing

It is the role of the PPV Panel Coordinator or Project Officer to send all people who submitted a request to be heard from (or requested to be kept informed) a letter including:

- Panel Directions
- Distribution List
- Hearing Timetable

## Before the Hearing

- Discuss with the PPV Panel Coordinator or Project Officer how the Hearing venue should be set up, and what facilities and equipment will be required.

- Please see at the end of this an example of room layout.
- It is expected the room should provide a computer, data projector and screen/s for presentation. The Panel will advise if this is not required.

### **During the Hearing**

Ensure that any extra equipment requested by the parties involved is available.

## **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>.

## Hearing Room layout concept

