


Resource 12: Planning scheme amendment

Example PSA documents

The following examples of PSA documents are provided as a guide (Note: You should always download a 'fresh' template from the DTP webpage when required, as new versions are released periodically):

- An example explanatory report
- An example 'tracked changes' Schedule to Clause 43.01 Heritage Overlay
- An example 'tracked changes' Schedule to Clause 72.03 What does this planning scheme consist of?
- An example 'tracked changes' Schedule to Clause 72.04 Incorporated Documents
- An example 'tracked changes' Schedule to Clause 72.08 Background Documents.

Further PSA information

Process and procedures

- [*Using Victoria's Planning System*](#)
- [*Planning Practice Note 46: Strategic Assessment Guidelines*](#) (DTP, April 2026) includes a checklist

Translating study findings into draft ordinance

- [*Practitioners Guide to Victoria's Planning Schemes*](#)
- [*PPN01*](#)

Preparing PSA package

- For 'Amendment Documentation Templates' go to: [Amendment templates](#)
This contains documents that relevant to each stage of the amendment process and a checklist (the explanatory report template is regularly updated).
- For the DTP map preparation service portal go to: [Map amendment requests](#)
Council is to enter information via the portal and include supporting information such as Vicplan markups, GIS layers or mapping table.
 - Using the ATS to create and manage an amendment go to: [Amendment Tracking System](#)
This contains various videos and written guides for updating ordinance and creating interim publish documents to identify tracked changes.