**Checklist for lodging an Exhibited amendment for Minister for Approval**

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| **DOCUMENTS REQUIRED** | **ELECTRONIC FORMAT REQUIRED** | **NAMING CONVENTION** | **HELPFUL HINTS** |  |
| **Explanatory Report** | Word | [Planning scheme] **C**[number**][**Planning Scheme Suffix**]** **Explanatory Report** [amendment stage]  Example:  **Gumnut C1gumn Explanatory Report Adopted** | Refer to [the Practice Note 46: *Strategic Assessment Guidelines for planning scheme amendments*](https://www.planning.vic.gov.au/__data/assets/pdf_file/0035/97298/46-Strategic-Assessment-Guidelines.pdf)to assist you in completing the Explanatory Report. |  |
| **Amendment Instruction Sheet** | Word | [Planning scheme] **C**[number]**[**Planning Scheme Suffix**]** **Instruction Sheet** [amendment stage]  Example:  **Gumnut C1gumn Instruction sheet Adopted** | See example of Instruction sheet |  |
| **Amendment map sheets** | PDF | [Planning scheme] space **C**[number]**[**Planning Scheme Suffix**]** space [map sheet number] (located at the bottom right-hand corner of maps prepared by the department Mapping Data team) **d-** *(if a deletion map)* [type of map]**Map**(**s**) [planning scheme map(s) number affected] *(if more than one map insert \_ between the map numbers affected)* space [amendment stage]  Examples:  **Gumnut C1gumn 001znMap1 Adopted**  **Gumnut C1gumn 002ddoMap1 Adopted**  **Gumnut C1gumn 003d-ddoMaps2\_3 Adopted Gumnut C1gumn 004d-ddo3Map8 Adopted**  **Gumnut C1gumn 005ho3Map8 Adopted**  **Gumnut C1gumn 006emoMaps5\_6\_7\_8 Adopted Gumnut C1gumn vpoMap10\_Adopted**  **Gumnut C1gumn lsio-foMap12 Adopted** | All A4 maps prepared by the department’s mapping service have a map sheet number allocated on the bottom right- hand corner. A3 maps do not have a map sheet number.  Exact zoning and/or overlay changes should be clearly delineated.  [The department provides a free map preparation service to councils for planning scheme amendments.](https://www.planning.vic.gov.au/schemes-and-amendments/amending-a-planning-scheme/map-amendments-request-form)  Maps prepared by the department Mapping Services team will be named using the correct naming conventions.  When inserting or deleting map(s) ensure the Schedule to Clause 72.03 is also part of the amendment to reflect this change. |  |

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| **Amendment clauses and schedules** | ATS  Authoring | Run an [interim publish](https://planningvic.objective.com/resources/ui/custom/interimpublish/) to see how the final clause or schedule will look like.  **“Name suffix:”** [Adopted Ordinances]  Tick the “**Produce PDF Comparisons**” to produce a track change document of the clause and schedule against the current version. | Final form and track changes of ordinances do not need to be attached when lodging the amendment to the Department.  When running the interim publish, the Department can see, via ATS Authoring, which ordinances where lodged with the amendment.  Contact the Department to obtain advice on the appropriate use of planning provisions and statutory drafting.  Refer to the ‘[A Practitioner’s Guide to Victorian Planning Schemes](https://www.planning.vic.gov.au/__data/assets/pdf_file/0036/394695/A-Practitioners-Guide-to-Victorian-Planning-Schemes-1.2.pdf)” to assist you in preparing or amending planning scheme ordinances.  Please find attached the [link](https://www.planning.vic.gov.au/schemes-and-amendments/amending-a-planning-scheme/amendment-tracking-system/ats-authoring) to the ATS guides to assist you in editing in ATS Authoring. |  |
| **Incorporated documents** | Word or PDF | [Planning scheme] **C**[number] **[**Planning Scheme Suffix**]** (insert name of the incorporated document) [date of incorporated  document] **incorporated document** [amendment stage]  Example:  **Gumnut C1gumn Site Specific Control Subdivision Requirements May 2011 incorporated document Adopted** | When referencing the incorporated document:   * include month and year in the incorporated document title. * use the exact title of the incorporated document including the date. * All incorporate documents over 10mb need to split into parts and documented in the schedule. * For further information on incorporated and background Documents refer to [*Planning Practice note 13: Incorporated and Background documents.*](https://www.planning.vic.gov.au/__data/assets/pdf_file/0030/96573/PPN13-Incorporated-and-Background-Documents.pdf) |  |
| **Background documents** | Word or PDF | [Planning scheme] **C**[number] **[**Planning Scheme Suffix**]** (insert name of the incorporated document) [date of Background document] [amendment stage]  Example:  **Gumnut C1gumn Site Specific Control Subdivision Requirements May 2017 Adopted** | When referencing a background document:   * include a month and a year in the background document title (if applicable). * use the exact title of the background document title including the date. * For further information on incorporated and background Documents refer to [*Planning Practice note 13: Incorporated and Background documents.*](https://www.planning.vic.gov.au/__data/assets/pdf_file/0030/96573/PPN13-Incorporated-and-Background-Documents.pdf) |  |

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| **Section 173 Agreements** | Word | [Planning scheme] **C**[number] [address on the S173 Agreement] **Section 173 Agreement** [amendment stage]  Example:  **Gumnut C1gumn 14 Victoria Street, Gumnut Section 173 Agreement Adopted** |  |  | |
| **Other prescribed information to accompany adopted amendment (see Planning and Environment Regulations 2005):**   * a list of the notices given under section 19(1) of the Act * a summary of action taken under sections 19(1B) (if applicable), 19(2), 19(2A),   19(3) and 19(7) of the Act   * copies of any submissions or reports received on the amendment * if a panel is appointed under Part 8 of the Act – (i) the report of the panel; and (ii) the reasons why any panel recommendations were not adopted * a report on submissions not referred to a panel * a description of, and the reasons for, any changes made to the amendment before adoption. * Draft Permit | Word | [Planning scheme] **C**[number] [insert document name of the prescribed information] [amendment stage] |  |  |  | |