**Checklist for lodging an amendment to the Minister before Exhibition**

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| **DOCUMENTS REQUIRED** | **ELECTRONIC FORMAT REQUIRED** | **NAMING CONVENTION** | **HELPFUL HINTS** |  |
| **Notice of Preparation of an Amendment** | Word | [Planning scheme] **C**[number]**[**Planning Scheme Suffix**]** **Notice of Preparation of an Amendment** [amendment stage]  Example:  **Gumnut C1gumn Notice of Preparation of an Amendment Exhibition** |  |  |
| **Explanatory Report** | Word | [Planning scheme] **C**[number**][**Planning Scheme Suffix**]** **Explanatory Report** [amendment stage]  Example:  **Gumnut C1gumn Explanatory Report Exhibition** | 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 Exhibition** | 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 services) **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 Exhibition**  **Gumnut C1gumn 002ddoMap1 Exhibition**  **Gumnut C1gumn 003d-ddoMaps2\_3 Exhibition**  **Gumnut C1gumn 004d-ddo3Map8 Exhibition**  **Gumnut C1gumn 005ho3Map8 Exhibition**  **Gumnut C1gumn 006emoMaps5\_6\_7\_8 Exhibition Gumnut C1gumn vpoMap10\_Exhibition**  **Gumnut C1gumn lsio-foMap12 Exhibition** | All A4 maps prepared by the department’s mapping services 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.  Page 1 of 3 |  |

Checklist for submitting an amendment to the Minister before Exhibition

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| **DOCUMENTS REQUIRED** | **ELECTRONIC FORMAT REQUIRED** | **NAMING CONVENTION** | **HELPFUL HINTS** |  |
| **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:”** [Exhibition Request submitted]  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 Exhibition** | 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 be 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 incorporated  document] **Background document**[amendment stage]  Example:  **Gumnut C1gumn Site Specific Control Subdivision Requirements May 2011 incorporated document Exhibition** | 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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| **Draft planning permit** | Word | [Planning scheme] **C**[number]**[**Planning Scheme Suffix**]** (insert Draft Planning Permit no.) **Draft Planning Permit** [amendment stage]  Example:  **Gumnut C1gumn PG12345 Draft Planning Permit Exhibition** |  |  |
| **Section 173 Agreements** | Word | [Planning scheme] **C**[number]**[**Planning Scheme Suffix**]** [address on the S173 Agreement] **Section 173 Agreement** [amendment stage]  Example:  **Gumnut C1gumn 14 Victoria Street, Gumnut Section 173 Agreement Exhibition** |  |  |
| **Any other prescribed documents and information relating to the exhibited amendment** | Word | [Planning scheme] **C**[number]**[**Planning Scheme Suffix**]** [insert document name of the information] [amendment stage] |  |  |