**Endorsing planning permit documents**

For Internal Referral Departments

This document provides guidance for internal referral departments to assess planning permit endorsement documents.

# What are endorsement documents?

Most planning permits contain conditions that require further assessment and endorsement of plans, reports, or other documents. This can include traffic impact assessments, water sensitive urban design reports, tree management plans, and other technical documents.

This requires specialist input to review and confirm compliance with the permit conditions. Council’s planners refer the documents to the relevant department. Once the referral department confirms they are satisfied, the planning department endorses the documents.

The referral department has generally reviewed the proposal during the application. The referral department may have recommended changes to the application or suggested draft planning permit conditions. This may require the permit holder to prepare **new plans and documents**.

A planning permit condition may require the permit holder to update **existing application documents** to comply with a condition. The internal referral department may have assessed an earlier version of the document during the application and provided comments to the planning department. These comments may have recommended changes or draft planning permit conditions. In this situation, an **amended version** of the document must be submitted for endorsement.

# What to consider when assessing endorsement documents.

When assessing documents for endorsement, council will either:

* approve and endorse the documents, or
* refuse to endorse the documents; the refusal letter must state why the plan or document has not satisfied the permit condition.

The referral department officer must assess the endorsement documents to confirm they comply with the permit conditions. If the endorsement document is an amended version that the internal referral department reviewed in the application stage:

* The officer must review the original application documents and the planning permit conditions to confirm that the changes required by the permit condition have been made.
* The officer must confirm the amended version doesn’t include additional changes that are not a result of a condition.
* The officer must not request new changes or additional information that were not included in the permit condition.

Ideally the referral officer who assessed the application will assess the endorsement documents.

# Prescribed time for post-permit assessment (time for a decision).

The prescribed time for a responsible authority or referral authority to decide on an endorsement document is 30 days[[1]](#footnote-1). The prescribed time starts on the day the specified body receives the action request. A permit holder may apply to the Victorian Civil and Administrative Tribunal (VCAT) if a decision is not issued in this timeframe.

# Can permit holders amend their proposal?

Permit holders can apply to amend a planning permit and conditions. There are two amendment streams:

* **Secondary consent amendments** for minor changes consistent with the planning permit conditions.
* **Section 72 amendments** may make more substantial changes to the permit and amend permit conditions.

If relevant, the planning department will refer the amendment application to internal referral departments, or external referral parties.

# What to consider when assessing amendment applications?

When assessing an amendment application referred to an internal referral department by the planning department, only the changes can be considered and assessed as part of the amendment application. Other matters that were considered by the referral department in the original application must not be assessed or considered if not impacted by the proposed changes.

# Further Information

It is encouraged that this information is discussed further with the planning department.

1. Regulation 54 of the *Planning and Environment Regulations 2015* [↑](#footnote-ref-1)