***Planning and Environment Act 1987***

**[INSERT PLANNING SCHEME NAME] PLANNING SCHEME**

**Notice of the preparation of an amendment** **to a planning scheme**

**Amendment C[insert amendment number]**

**Overview**

[Insert a brief overview of the amendment (limit 3-5 sentences) which clearly explains in concise plain English the intent of the proposed amendment and the expected outcomes. This includes what the amendment is about, the location it affects and why the amendment is required.]

For further details, refer to the explanatory report about the amendment.

**Details of the amendment**

The [insert planning authority] [select City/Shire/Borough] planning authority has prepared Amendment C[insert amendment number] to the [insert Planning Scheme name] Planning Scheme.

The land affected by the amendment is [insert a description (or map) to identify the land].

The amendment proposes to [insert brief description of the effect of the amendment].

You may inspect the amendment, any documents that support the amendment and the explanatory report about the amendment, free of charge, at:

* the Department of Transport and Planning website [www.planning.vic.gov.au/public-inspection](http://www.planning.vic.gov.au/public-inspection) or by contacting 1800 789 386 to arrange a time to view the amendment documentation.

And select either of the following:

(Select if the planning authority intends to make the amendment documents available in person only, in accordance with the s197A(1)(a) of the Planning and Environment Act 1987)

* during office hours, at the office of the planning authority, [insert name of planning authority and address]

Or

(Select if the planning authority intends to make the documents available electronically and on request, in accordance with s197A(1)(b) of the Planning and Environment Act 1987)

* the [insert planning authority name] website at [insert planning authority’s website]; and
* on request, during office hours, at the office of the planning authority, [insert name of planning authority and address] by contacting [insert telephone number] to arrange a time to view the amendment documentation.

Any person may make a submission to the planning authority about the amendment. Submissions must be made in writing giving the submitter’s name and contact address, clearly stating the grounds on which the amendment is supported or opposed and indicating what changes (if any) the submitter wishes to make.

Name and contact details of submitters are required for the planning authority to consider submissions and to notify such persons of the opportunity to attend planning authority meetings and any public hearing held to consider submissions.

The closing date for submissions is [insert closing date for submissions]. A submission must be sent to the [insert name and address of planning authority].

The planning authority must make a copy of every submission available at its office and/or on its website for any person to inspect free of charge until the end of the two months after the amendment comes into operation or lapses.

[Insert planning authority signature block]