

What is the Planning Scheme?

The planning scheme is a statutory document that sets out objectives, policies and provisions relating to the use, development, protection and conservation of land.

What is a Planning Scheme Amendment?

A Planning Scheme Amendment (PSA) is a change to the Planning Scheme. For example, this could be a change to a local policy about the use of land, a change to the planning zone or a change to overlay controls.

There is a formal process for carrying out a PSA as set out in the Planning and Environment Act 1987. The process is summarised on the next page.

Who can request a PSA?

Anyone can make a request to a planning authority (usually Council or the Minister for Planning) to prepare an amendment. A PSA requested by a private landowner or their representative is known as a proponent amendment (may also be called a private amendment).

Fees

All costs associated with processing a proponent led amendment are paid for by the applicant (proponent). Fees are set by the state government and can be viewed on their [website](#). There may also be significant costs associated with a Planning Panel if one is required. Panel costs are determined by Planning Panels Victoria and vary according to the length and complexity of the panel hearing. Applicants are required to sign a fee agreement before Council proceeds with an amendment. Note that the payment of fees does not guarantee Council or the Minister for Planning support for the amendment.

Strategic Merit

Council assesses proponent amendments against the objectives of the Planning and Environment Act 1987 and the policies contained in the Yarra Ranges Planning Scheme. Council is not obliged to process a proponent amendment. Proponent amendments may be supported if they are consistent with Council's policies for the area and result in a net benefit to the broader community.

In addition to the merits of the application, Council will also consider the resourcing available to proceed with any proponent PSA.

Pre-application Discussion

Before a formal application request is made, the proponent should discuss the proposal with the Council's strategic planning team. The team can be contacted on 9294 6165 or email at designandplace@yarraranges.vic.gov.au

Amendment Documentation

Applicants are expected to prepare and provide all documentation in relation to a proponent PSA request to the standard required by Council and the State Government, including all supporting information.

It is expected that applicants will engage professional town planning consultants (and associated technical specialists if required) to prepare and manage their proponent amendment requests and will provide sufficiently detailed information to Council at each relevant stage of the process. This will enable proper consideration and assessment of a proposal, in particular against the Strategic Assessment Guidelines for preparing and evaluating PSA as detailed in Planning Practice Note 46: Strategic assessment guidelines.

For more information see [Amending a planning scheme](#).

PLANNING SCHEME AMENDMENT REQUESTS

INFORMATION FOR APPLICANTS

Amendment Process

Pre-application Discussion Land owner or their representative and Council officers	Approx. 12-24 months
Lodgement Proponent requests amendment	
Assessment Council officers assess amendment request	
Council Meeting Consider requesting authorisation	
Authorisation Request authorisation from the Minister for Planning	
Public Exhibition Notification by mail and advertisements in local papers and government gazette, submissions received	
Council Meeting Consider submissions to the amendment – refer any unresolved submissions to an independent planning panel	
Planning Panel (if required) If submissions cannot be resolved by Council, the Minister for Planning appoints a planning panel to consider submissions	
Council Meeting Consider the Panel Report – consider adopting the amendment	
Approval Submit to the Minister for Planning for final approval and gazettal	

Further Information

Contact Yarra Ranges Council Strategic Planning team on 9294 6165 or email designandplace@yarraranges.vic.gov.au.

If you need an interpreter, call the Translating and Interpreting Service (TIS National) on 131450 to speak to an interpreter. Ask them to phone Yarra Ranges Council on 1300 787 624 or National Relay Service (NRS) TTY: 133 677 (ask for 1300 787 624).
Speak and Listen (speech-to-speech relay): 1300 555 727 (ask for 1300 787 624)
Translator Interpretation Service 131450 (ask for 1300 787 624).