

Lodgement Guide: Planning Scheme Amendment

This guide provides detail about how to use the [Development Applications Online](#)¹ (DAO) form to lodge your request to amend the planning scheme under section 12A of the *Planning Act 1999*.

Depending upon the complexity of the proposal, or if you are having difficulty understanding these requirements, it may be in your best interests to engage a professional planner to assist you in the preparation of your application or to prepare it on your behalf.

For information about the overall process, read how to request a planning scheme amendment on the [NT Government website](#)².

Once you have created an account and logged in, select the 'create new' arrow and the type of application as 'Planning Scheme Amendment'.

File types

All files should be saved and uploaded to DAO as either:

- PDF for reports and plans or
- PNG or JPEG for the image of the proposed development

Each file should be named in a way that clearly describes the content of the file and should not be uploaded more than once.

Please note: files have a maximum size limit of 50MB. Files greater than 10MB in size may be slow to upload depending on the capabilities of your server, your connection to the internet and current conditions of the network.

1. Overview

Friendly name

A friendly name is used to identify your application in DAO. The friendly name is not published, but may be used in correspondence to you.

You can enter anything that helps you identify your application, for example, 'Bob's subdivision' or 'Motor Repair Station Smith Street'.

¹ <https://www.ntlis.nt.gov.au/planning>

² <https://nt.gov.au/property/land-planning-and-development/planning-applications-and-processes/apply-for-a-planning-scheme-amendment>

2. Proposed amendment information

Planning Scheme Amendment Information

Select the type of planning scheme amendment you are requesting from the drop down list.

- Rezoning: where you are requesting to change the land use zoning of the affected parcel/s.
- Policy and rezoning: where you are requesting to change the planning rules and also change the land use zoning of the affected parcel/s, ie amend an area plan and rezone land.
- Policy: where you are requesting to change the planning rules.

The type of planning scheme amendment you select will prompt you to provide some or all of the following information:

Policy affected

If your proposal includes a change to policy, you will need to identify the relevant policy, ie the NT Planning Scheme 2020, or the specific strategic land use plan.

Location of proposed development

If your proposal affects a parcel/s of land, you will need to add the property to the application. Search for your property and add it to the application using “add location” button.

You can add more than one property if your proposal involves multiple parcels.

Land owner information

Any person may request that the Minister amend the planning scheme. If you are not the owner of the land it is strongly recommended that you provide written authorisation from the owner/s to lodge the application.

Owner's authorisation

If the land is owned by a company or body corporate, written authorisation should be obtained from the company director/s or from the body corporate.

If the land is owned by more than one person or company, written authorisation should be obtained from each person or company named on the title.

Written authorisation should be dated within 6 months of the date of the application.

3. Applicant information

Contact

You must nominate one person as the contact for your application. You can update the contact details in the ‘manage account’ section of DAO.

All correspondence for your application will go to the nominated contact.

Applicant

The applicant name will appear on any advertising and reports that may be required during the application process.

The applicant may be the same person as the contact.

Add additional applicant

More than one applicant may be added using the “Add Additional Applicant” button.

Planning office

For a rezoning proposal, you should select the Lands Planning office closest to where your proposal is located. If your proposal is only related to policy, please select Darwin.

Please note that the Alice Springs office should be selected for applications including and south of Newcastle Waters.

4. Proposal details

Proposal

Brief Description of Proposed Amendment

Briefly describe the nature of your proposed amendment. This could be as simple as ‘rezone from Zone LR to Zone LMR’ or ‘include a new overlay’.

Proposed zones

If your proposal includes rezoning land, use the ‘add proposed zone’ button to add the proposed zone. Additional proposed zones may be added by using the button again.

Proposed Amendment Report

Any request to the Minister to amend a planning scheme must include a written statement that provides adequately detailed information on the following points:

| SECTION OF THE PLANNING ACT 1999 | MATTERS TO BE ADDRESSED IN REQUEST TO MINISTER |
|----------------------------------|--|
| 12A(2)(a) | An explanation of the proposed amendment For example, is the proposed amendment a rezoning of land, amendment to a clause in the planning scheme, or introduction of or changes to an existing component of the Strategic Framework? |
| 12A(2)(b) | A statement of the purpose of the proposed amendment and its desired effect For example, discuss the strategic intent of the proposal and how the proposal fits within the broader strategic planning intention for the area / region / NT, and demonstrate the need for the intended use in the proposed location. |

| | |
|-----------|---|
| 12A(2)(c) | <p>An assessment of the proposed amendment with respect to the matters to be considered by the Minister under section 13(1):</p> <ul style="list-style-type: none"> (a) whether the proposed amendment promotes the purpose and objectives of the <i>Planning Act 1999</i>; (b) whether the proposed amendment, other than a proposed amendment to a strategic framework, is contrary to any strategic framework in the planning scheme; (c) whether the proposed amendment is within a declared class of amendments that do not require exhibition; (d) whether the proposed amendment is not significant enough to require exhibition; (e) the merits of the proposed amendment and whether the amendment is in the public interest; (g) any other matters that are relevant to the Minister's consideration of the proposal. |
| 12A(2)(d) | <p>The details of any community consultation conducted, or to be conducted, in addition to the consultation required under the <i>Planning Act 1999</i>.</p> |

You should also consider:

- including specific reference to any existing land use plans, land use objectives, area plans, policy or reference documents that relate to the location and/or type of development;
- including diagrams that demonstrate existing and proposed zones, land use structure changes, and any proposed changes to text;
- if applicable, demonstrating the suitability of the land to support future development as intended by the proposed amendment;
- if applicable, demonstrating that the infrastructure in the area is capable of supporting future development as intended by the proposed amendment; and
- if there is potential for the proposed amendment to set a precedent for the surrounding area.

Supporting documents

You may wish to provide additional documents, studies or plans to support your application. These can be included in the Supporting Documents section.

Image of Proposed Development

If your proposal includes the rezoning of land, you must provide one indicative image of your proposal.

Should the Minister determine to continue consideration of your proposal by placing it on public exhibition, this image will be displayed on your yellow sign and alongside the application details on the online planning notices.

The image should be reflective of the proposed amendment and/or potential development and could include a proposed or comparative zoning plan, perspective, or elevation.

The resolution of the image should be sufficient to be legible if printed at an A4 size.

The image is to be in **landscape orientation** and the file type should be **PNG or JPEG**.

Only upload one image in this section. Additional concepts and images can be added in the Supporting Documents section.

If your submitted image does not meet the above requirements a planner may select an alternate image from your application material to be used as the sign image.

5. Review and lodge

Once completed, you should review your application before submitting it.

The Review and Lodge screen will highlight any sections that do not have a required input.

A planner will check your submitted application to ensure that all requirements have been addressed and that your application is complete. If your application is incomplete or clarification is required, you will receive an email requesting you to provide further information.

When your application is considered complete, it will be accepted for lodgement. You will receive an email requesting you to make payment. Following payment, processing of your application will commence.