

# Planning Scheme Amendment application – Guide to Attachments

## Before you begin

Depending upon the complexity of the proposed amendment, 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.

If the application contains multiple documents please save these as individual files and name them accordingly. 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.

All plans should provide all necessary information, and be provided at a scale that can be printed no greater than A3 size.



Please Note: All files must be in Adobe PDF format.

## Owner's Authorisation

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.

If the land is owned by a company or body corporate, written authorisation should be obtained from the company director/s (on company letterhead or under company seal) or from the body corporate.

## 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:

- An explanation of the proposed amendment. For example, is the proposed amendment a rezoning of land, amendment to a clause in a planning scheme, or introduction of or changes to an existing component of the Strategic Framework?
- 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.
- An assessment of the proposed amendment including:
  - whether the proposed amendment promotes the purpose and objectives of the *Planning Act 1999*;
  - whether the proposed amendment, other than a proposed amendment to a strategic framework, is contrary to any strategic framework in the planning scheme;

- whether the proposed amendment is within a declared class of amendments that do not require exhibition;
  - whether the proposed amendment is not significant enough to require exhibition;
  - the merits of the proposed amendment and whether the amendment is in the public interest;
  - any report from the Planning Commission in response to a request from the Minister for a view in relation to the proposed amendment;
  - any other matters that are relevant to the Minister’s consideration of the proposal.
- The details of any community consultation conducted, or proposed to be conducted, by the applicant in addition to the consultation required by the *Planning Act 1999*.

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
- Diagrams that demonstrate existing and proposed zones, land use structure changes, and any proposed changes to text
- If applicable, demonstrate the suitability of the land to support future development as intended by the proposed amendment
- If applicable, demonstrate that the infrastructure in the area is capable of supporting future development as intended by the proposed amendment
- Consider if there is potential for the proposed amendment to set a precedent for the surrounding area

## Additional Supporting Documents

You may wish to provide additional documents, studies or plans to support your application. These can be included as an ‘Additional Supporting Document’.