

How to make a submission about a Planning Scheme Amendment

What is a Planning Scheme Amendment?

A Planning Scheme is state legislation that regulates the use and development of land. A Planning Scheme Amendment (PSA) is a legislative change to the Scheme. A key part of the process is for the proposed amendment to be placed on public exhibition for community comment. During the period of public exhibition, which normally lasts four to six weeks, members of the community can make a written submission to Council outlining their support or opposition to the proposed amendment. The submission, received on or before the date of notice, will be considered by Council during its assessment of the proposed amendment. See Part 3 of the Planning and Environment Act 1987 for more information about making an amendment.

What to include in a submission:

- ☐ **Your name, address and contact details.**
 - In the case of a submission made jointly by a number of people, the submission should nominate one person as the group's representative for notices and representation at any future panel hearing.
- ☐ **The amendment number to which your submission refers. Note: the amendment number starts with a 'C'.**
- ☐ **Your views on the amendment – i.e. why you support or oppose the amendment and how it will adversely impact on your use and enjoyment of the land.**
- ☐ **Clearly set out the relevant planning considerations upon which the submission is based. Planning considerations include traffic concerns, neighbourhood character, open space characteristics etc.**
- ☐ **What your submission would like Council to do – this may include:**
 - Abandon the proposal completely
 - Exclude certain land from its effect
 - Include additional conditions on a proposed use
 - Approve the amendment as exhibited

What will happen to the submission

Council must consider all submissions made on or before the date on the notice of exhibition. Submissions become public and therefore matters raised in any submission may be reported at a public Council meeting and must be made available for public inspection until two months after the amendment comes into effect or lapses.

If Council does not agree with a submission to change or abandon an amendment, it must refer the submission to an independent planning panel. Council may also refer submissions to the panel which do not require a change to the amendment. The panel must consider all submissions referred to it and will conduct a hearing where submitters can be heard. Council must take into consideration the views of the independent planning panel.

Hobsons Bay City Council

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