Council

ATTACHMENT 2

TPP 6 – SCHEME AMENDMENT REQUESTS

Meeting Date: 24 November 2026

Number of Pages: 4

SCHEME AMENDMENT REQUESTS

1. OBJECTIVE

To allow proponents to gain an indication of support or otherwise from the Council prior to preparing formal and detailed Town Planning Scheme Amendment documents.

2. POLICY

This process is used to determine if there are any specific issues that will need addressing in the formal Amendment documentation and whether the Council will entertain such a proposal.

2.1. Initial Enquiry

Once a written enquiry is received, a letter will be forwarded to the enquirer advising whether or not the proponent should prepare a Scheme Amendment Request report and what the request should contain/address.

2.2. Scheme Amendment Request (SAR)

The SAR document is to be a maximum of six A4 pages and address specifically strategic issues and not detailed site analysis. The following are to be addressed in the SAR:

a) existing and proposed zonings;

b) impacts of structure plans and strategic documents on site and proposed zonings;

c) the proposed method of integration of development on the site with adjoining lots;

d) any precedent set by the proposed zoning;

e) services available to the lot(s);

f) any special outcomes proposed to be introduced through the rezoning process; and

g) four copies plus a digital version are to be supplied to the Council.

A fee is payable prior to the SAR being assesses. Such a fee will be set in the Schedule of Fees and Charges in the Council's Annual Budget.

2.3. Referral of SAR to DPLH, DBCA and DWER

Once received, the SAR will be referred to the Department of Planning, Lands and Heritage (DPLH), the Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Water and Environment Regulation (DWER) for comments. The Departments will provide their responses on the SAR within 28 days.

2.4. SAR Submitted to the Council

The SAR is to be submitted with an officer's report and recommendation to the Council for consideration. Potential outcomes are:

a) The Council decides to seek community feedback on the SAR if the application warrants it.

b) The Council agrees to the SAR to allow further detailed documentation of the proposal and a subsequent assessment process to initiate the Scheme Amendment. (Note: detailed documentation may identify unresolved issues not known on initial SAR and as such the Amendment may not be initiated.)

c) The Council considers the proposal to be unacceptable and advises the proponent that it would be unlikely to support a request to initiate a Scheme Amendment.

d) The Council may acknowledge there is potential for the land to be rezoned but advise the applicant that the proposal is premature until the Council has agreed to a suitable structure plan or planning strategy for the locality to co-ordinate and integrate development in accordance with adopted strategic documents.

Note: Applicants who proceed after being advised as above do so at their own risk and cost

2.5. Community Feedback

A decision on the Council under 4a) above to seek community feedback on the SAR shall be in the form of a letter to adjoining landowners, and relevant agencies, a sign on site, plus an advertisement in the local press, asking for feedback on the SAR. The feedback period shall be 42 days.

Submissions received during this process shall be summarised and forwarded to the Council for further consideration.

2.6. Response to Applicant if SAR agreed to by the Council

A decision to allow the applicant to proceed with further documentation under 4b) above will be transmitted in a letter from the Council and will detail such matters as:

a) policy issues to be addressed in the amending report;

b) environmental issues;

c) servicing issues (e.g.: full testing of groundwater tables prior to document lodgement) and the provision of a fire management plan;

d) design requirements on subsequent development;

e) developer commitments required by the Council from Scheme Amendment process;

f) mechanisms for cost sharing on common cost items such as public open space, drainage, roads, footpaths, etc; and

g) any other matters considered relevant to the Council.

2.7. Scheme Amending Documents

The required number of draft Scheme Amending documents (including a digital version) will be submitted with the appropriate fees and a formal request to initiate a Scheme Amendment. The format of the documents must meet the standards set in the Planning and Development (Local Planning Schemes) Regulations 2015.

The Council staff shall review the draft Scheme amending documents and make recommendations on potential changes/modifications. Staff shall prepare a report to the Council on the Scheme Amendment.

The Council may decide to initiate, decline to initiate, or require modifications prior to initiating the Amendment.

The procedures for Scheme Amendments as laid down in the Planning and Development (Local Planning Schemes) Regulations 2015 will be followed.

Document Control			
Owner	**Executive Manager**	**Division**	Development & Regulatory Services
Reviewer	Manager Planning & Development	**Approval**	Council
Supersedes			
Document Compliance			
Legislation	Planning and Development (Local Planning Schemes) Regulations 2015		
Other			
Document Management			
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