OFFICE USE ONLY

Combined with permit application no. (where relevant):

Date received:

Amount received:

Receipt no:

Application form – request to amend the Bass Coast Planning Scheme

Planning Scheme Amendment under the Planning and Environment Act 1987

Please read the notes on the back for documentation required with application.
Please print clearly.

The applicant:

Name: Postal Address:	Phone No. During Bus. Hours:

Acting on behalf of (landowner/ proponent):

Name: Address:	Phone No. During Bus. Hours:

Planning Permit:

Is this combined with a Planning Permit? (Yes/No)	Description of Permit application:

The land: Give the address and title particulars of the land.

What is the land currently used as?:

The proposal: What is the proposal intended to allow for?

Amendment Request	Details
Zoning Change	Yes / No
Overlay Change	Yes / No
Other Scheme Changes	Yes / No

Declaration to be completed for all applications

I declare that all the information I have given is true and correct. I acknowledge that should this amendment request be referred to Planning Panels Victoria for recommendations, the applicant will be liable to pay all associated planning panel fees.

Applicant's Signature: Date:

Additional Information

A request to amend the Bass Coast Planning Scheme must be supported by (but not limited to) the following information (where relevant):

☐Payment of Stage 1 fee: $3,462.90

Electronic copies of:

- ☐ Planning Report (including summary of proposal, outline of compliance with planning scheme
- ☐ and other relevant documents);
- ☐ Analysis, relevant maps and photographs of the site.
- ☐ Economic Impact Assessment;
- ☐ Social Impact Assessment;
- ☐ Archaeological & Cultural Heritage Assessment;
- ☐ Flora and Fauna Assessment;
- ☐ Service and Infrastructure Availability;
- ☐ Surface Stormwater Management Strategy;
- ☐ Habitat Hectare Assessment;
- ☐ Traffic Engineering Assessment;
- ☐ Agricultural Assessment ;
  Other, specify……..

Electronic Copy of Amendment Documentation:

- ☐ Explanatory Report;
- ☐ Instruction Sheet;
- ☐ List of Changes to the Planning Scheme;
- ☐ Amendment List;

If the amendment is in conjunction with a planning permit application, the following documentation should be submitted with the Planning Permit application form:

- ☐ Planning Permit Application Form;
- ☐ Architectural and design Response
- ☐ Landscape Design Response
- ☐ All other information required for the Planning Permit application by the Bass Coast Planning Scheme and Planning and Environment Act 1987.

To identify issues relating to the proposed amendment:

- ☐ Is the amendment necessary?
- ☐ Does the amendment help to implement the objectives of the Planning & Environment Act (1987) and the Planning Policy Framework (PPF)?
- ☐ Does the submission provide adequate information for an evaluation of the request?

Fee Structure for Planning Scheme Amendments - Financial Year 2025-26

Amendment Stage	Details	Fee*	Comments
Stage 1	For: a) considering a request to amend a planning scheme; and b) taking action required by Division 1 of Part 3 of the Act; and c) considering any submissions which do not seek a change to the amendment; and d) if applicable, abandoning the amendment	$3,462.90	To be submitted with this application form.
Stage 2	For: a) considering		
	(i) up to and including 10 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or	$17,163.00	To be submitted following exhibition of the Amendment. This must be paid before considering any submissions for panel.
	(ii) 11 to (and including) 20 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or	$34,292.40	
	(iii) Submissions that exceed 20 submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and	$45,840.90	
	b) providing assistance to a panel in accordance with section 158 of the Act; and c) making a submission to a panel appointed under Part 8 of the Act at a hearing referred to in section 24(b) of the Act; and d) considering the panel's report in accordance with section 27 of the Act; and e) after considering submissions and the panel's report, abandoning the amendment.		
Stage 3	For: a) adopting the amendment or part of the amendment in accordance with section 29 of the Act; and b) submitting the amendment for approval by the Minister in accordance with section 31 of the Act; and c) giving the notice of the approval of the amendment required by section 36(2) of the Act.	$546.30	To be submitted before Council adopts the amendment.
Stage 4	For: a) consideration by the Minister of a request to approve the amendment in accordance with section 35 of the Act; and b) giving notice of approval of the amendment in accordance with section 36(1) of the Act.	$546.30	To be submitted prior to the submission of the Amendment to the Minister for Planning.