

# PLANNING SCHEME AMENDMENT PROCESS FACTSHEET

## What is a Planning Scheme Amendment (PSA)?

A Planning Scheme Amendment (PSA) is a request to change the local planning scheme. The planning scheme sets out how land is used and developed within the municipality. An example would be a request to change controls that relate to heritage or vegetation protection or to rezone land to support development.

The process for carrying out a planning scheme amendment is set out in Part 3 of the *Planning and Environment Act 1987*.

## Who can request a PSA?

Council generally initiates the process to amend the planning scheme however this process can also be initiated at the request of a private applicant or land owner. Most privately sponsored amendments relate to an individual parcel of land where the land owner is the main beneficiary.

## Fees

All costs associated with processing a privately sponsored amendment are paid for by the applicant (proponent). [Fees \(available via the link\)](#) are set by the state government. And there may also be significant costs associated with the Planning Panel process. Note that the payment of fees does not guarantee Council support for the amendment.

## Strategic merit

Council only considers amendments to the planning scheme that demonstrate strategic merit including (but not limited to):

1. amendments that substantially aid implementation of an adopted state, regional or local strategic study, plan or policy of significance and priority for Hobsons Bay.
2. amendments that deliver substantial net benefit to the broader community

In addition to the merits of the application, Council will also consider the resourcing available to proceed with any privately sponsored PSA.

## Pre-application meeting

For privately sponsored amendments, applicants need to arrange a pre-application meeting with the strategic planning team to discuss the proposal prior to lodgement. For complex projects it is also recommended that proponents seek advice from state government agencies and employ the services of a professional town planner.

## Helpful links

- [Strategic Assessment Guidelines – Practice Note 46](#)
- [Strategic Assessment of Amendments Requirements – Ministerial Direction 11](#)
- [Amending a planning scheme – State Government Website](#)

## Further information:

Contact Hobsons Bay City Council Strategic Planning Department on (03) 9932 1000 or by emailing

[customerservice@hobsonsbay.vic.gov.au](mailto:customerservice@hobsonsbay.vic.gov.au)



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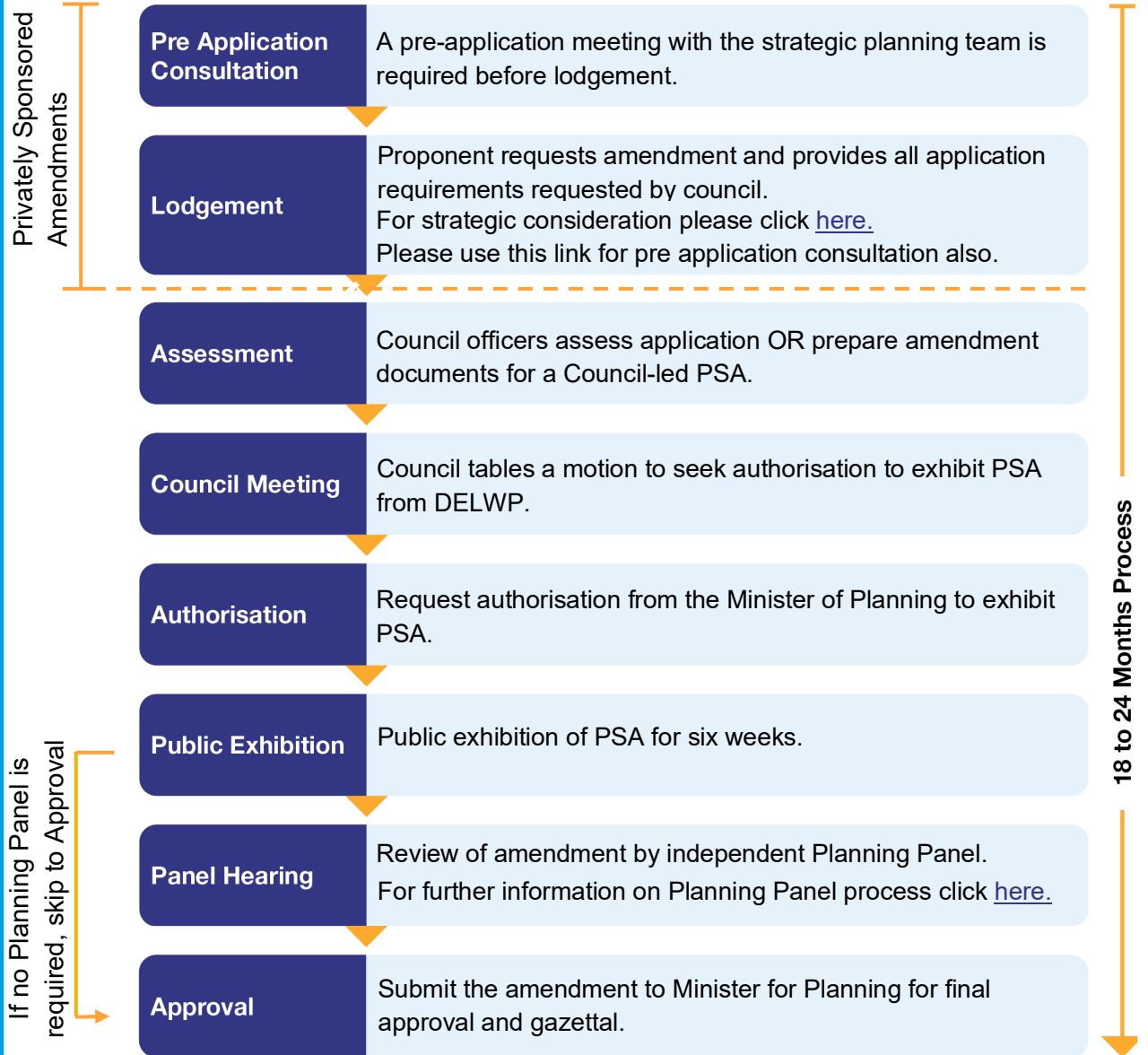


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BAY CITY  
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**Please note:** Privately sponsored amendments start at the 'pre-application consultation' stage. Council-led amendments start at the 'assessment' stage.