

1. INTRODUCTION

The Council is responsible for administering, observing and enforcing Town Planning Scheme No.2 (TPS2), pursuant to the Planning and Development Act 2005 (PD Act 2005). Section 75 of the PD Act enables the Council to amend TPS2, for any land within the district, as follows:

- (a) The Council may prepare a Scheme Amendment, that is approved by the Minister for Planning and published in the *Government Gazette*; or
- (b) All or any owners of land in the Scheme Area may apply for a Scheme Amendment, which is subject to adoption, with or without modification by the Council, approved by the Minister for Planning and published in the *Government Gazette*.

2. STATEMENT OF INTENT

The purpose of this Planning Procedure is to set out the statutory requirements for the preparation, assessment, determination and adoption of Scheme Amendments within the district.

The Scheme preparation of Amendment process is set out in the attached flowchart.

This Procedure should also be read in conjunction with the PD Act 2005 and Environmental Protection Act 1986 (EP Act 1986) and Town Planning Regulations 1967 (Regulations 1967) and the Environmental Guidance Statement No.33 for Planning and Development (EPA) May 2008.

3. PLANNING PRACTICE

3.1 Public Enquiries

Before lodging a formal request, applicants are encouraged to discuss their proposal with the City's Planning Services. The City will advise whether or not the desired land use or development can be approved within the planning framework of Town Planning Scheme No.2, without the need for a Scheme Amendment and offer guidance as to whether or not the Scheme Amendment request is likely to be supported and what specific considerations need to be made and justification.

It is recommended that the applicant engage a Planning Consultant who can assess all relevant 'planning matters' in the initial Scheme Amendment application. If the Council supports the requested Scheme Amendment, the Planning Consultant will be requested to prepare the necessary statutory report to be sent to the Western Australian Planning Commission (WAPC), Environmental Protection Authority (EPA) and the Minister for Planning.

Note: The City is unlikely to support requests for a change in zoning, residential density coding for an individual lot or other small area, independently of a broader TPS2 review, which it has commenced. Modifications of a small area in isolation of the wider locality is referred to the City as 'spot rezoning', which are often inconsistent with orderly and proper planning.

3.2 Preparation of Scheme Amendments

3.2.1 General Requirements

An application for a Scheme Amendment submitted to the City shall include a written application from the Proponent, clearly describing the proposal and the changes sought to TPS2. Such detail may include such plans and other information that the City may reasonably require to enable the application to be determined, and may include the following:-

- (a) The address of the subject land to which the Scheme Amendment applies;
- (b) An accurate description of the requested change in zoning, density coding or other amendment to TPS2;
- (c) An accurate description of the requested change in zoning, density coding or other amendment to TPS2;
- (d) Planning justification for the application, referencing any applicable City Policies and WAPC Policies;
- (e) The likely effect, if any, of the proposal on the amenity of surrounding land, in terms of building form, traffic, access and the proposed use of the land generally; and
- (f) Such other information as may be required by the City.

If the Scheme Amendment proposes any changes to the Scheme Map, the City will require that the zones and reserves be identified on the Scheme Amendment using the corresponding colour as shown on the Scheme Map Legend.

The initial application, including full justification and explanation, should be mailed to the Chief Executive Officer, City of Rockingham, PO Box 2142, Rockingham DC WA 6967.

3.2.2 Special Rural and Special Residential Zones

For 'Special Rural Zone' and 'Special Residential Zone' Scheme Amendment, Proponents should contact the City's Planning Services for specific information requirements, relating to Bush Fire Hazard Assessments, Land Capability, Environmental Assessment, Building Envelopes, Services and other information as may be required by the City.

Note: The Council resolved to not support any future proposals to rezone land to 'Special Rural' and 'Special Residential', where the land is identified as 'future urban' or 'urban investigation' in the Western Australian Planning Commission's (WAPC) *draft Southern Metropolitan Sub-Regional Structure Plan* until the Rural Land Strategy has been reviewed. (Minutes SP-021/12 24/04/12).

3.2.3 Planning Fee

An Administration Fee, as described in the City's Planning Information Bulletin No.2.2 – Scale of Fees for Planning Services, is also required.

3.3 Initial Assessment

Upon receiving the proposed Scheme Amendment, the City will:-

- (a) Determine that the proposed Scheme Amendment is deficient of information/fee and seek further details from the Proponent; or
- (b) Determine that the proposed Scheme Amendment has been submitted with sufficient information and prepare an Officer Report to an ordinary Meeting of the Council.

3.4 Initiation by the Council

Regulation 13 of the Town Planning Regulations 1976 (the Regulations) requires the Council to either:

- (a) Resolve to proceed with the Scheme Amendment, adopt the proposed Scheme Amendment in accordance with the Act; or
- (b) If it resolves to not proceed with the Scheme Amendment, notify the WAPC in writing of that resolution.

3.5 Scheme Amendment Documents

When a Scheme Amendment has been adopted (initiated) by the Council, the Proponent is required to prepare five copies of the Scheme Amendment documents in accordance with the City's Template (Appendix 1). The City's Template must be used by Proponents and includes the following information:

- (a) The Council's resolution to amend TPS2;
- (b) A Scheme Amendment Report which provides a detailed description of the proposal, relevant planning considerations and background information, and justification for the amendment. An extract from the Minutes of Council or Committee Meetings are not acceptable;
- (c) An amending text setting out the changes to be made to the Scheme Text, if applicable;
- (d) Existing Scheme Map, for a rezoning amendment, which illustrates the current zoning of the subject land and shall be a colour original consistent with the TPS2 Scheme Maps;
- (e) Scheme Amendment Map, for a rezoning amendment, which illustrates the proposed zoning and shall be a colour original consistent with the TPS2 Scheme Maps; and
- (f) An Adoption page which provides for the Council's adoption of the amendment at the final approval stage, the Council's execution of the amendment, and endorsement of documents by the Chairperson of the WAPC and the Minister for Planning.

The Local Planning Scheme (LPS) Environmental Checklist (Appendix 2) must be completed by the Proponent prior to the City referring the Scheme Amendment documents to the EPA.

3.6 EPA Determination

The City will refer all Scheme Amendments to the EPA to determine whether Environmental Assessment is required or not.

When a Scheme Amendment has been forwarded to the EPA in accordance with s.81 of the PD Act 2005, the EPA must advise the City within 28 days after the referral:

- (a) if it considers that the proposed Scheme Amendment should not be assessed under Part IV Division 3 s.48A(1)(a) of the *Environmental Protection Act 1986* (EP Act 1986) and may provide its advice and recommendations; or
- (b) That the Scheme Amendment should be assessed by it under Part IV Division 3 s.48A(1)(b) of the EP Act 1986.

Note: When the EPA has decided to assess a Scheme Amendment the City is unable to advertise the Scheme Amendment under s.84 of the PD Act 2005, until it has forwarded the Environmental Review to the EPA and the EPA has advised the review has been undertaken in accordance with those instructions, or 30 days has elapsed since referring the environmental review, without further advice from the EPA.

3.7 Consent to Advertise

Prior to advertising, the City will ensure that a Scheme Amendment complies with the Town Planning Regulations 1967 (Regulations) as follows:

- (a) The Scheme Amendment is consistent with any Regulations made under the PD Act 2005;
- (b) The Scheme Amendment is consistent with the Metropolitan Region Scheme (MRS); and
- (c) The Scheme Amendment is consistent with any State Planning Policy (SPP).

3.8 Advertising

Regulation 5 requires the City to advertise the Scheme Amendment, in accordance with the following requirements:

- (a) Publish a notice once in a newspaper circulating in the district;
- (b) Display a notice of the Scheme Amendment in the City's Administration Building;
- (c) Notify relevant Public Authorities; and
- (d) The City will make available for inspection during office hours at the City's Administration Office a copy of the Scheme Amendment.

In addition to the above advertising requirements, the City will undertake further measures it considers appropriate to give public notice of the Scheme Amendment, such as displaying the Scheme Amendment on the City's Website and requiring the Proponent to erect Signage giving public notice of the Scheme Amendment. Public submissions may be made within a period of 42 days from the date of publication of the advertisement in the newspaper circulating the district.

3.9 Concurrent Advertising

The City recognises the benefit of advertising a Scheme Amendment concurrently with a Structure Plan or Subdivision Guide Plan, where possible, which are given statutory effect through TPS2. When Structure Plans and Subdivision Guide Plans are prepared for display with Scheme Amendments they must contain explanatory wording located in a prominent position on the plan and in any accompanying text indicating the status and relevance of the Structure Plan and Subdivision Guide Plan to the particular planning process, as outlined in WAPC Planning Bulletin No.5. The statement should also advise that separate approvals are necessary for the subdivision and development of land which may result in changes to the building envelopes shown on the Subdivision Guide Plan displayed with the Scheme Amendment.

3.10 Council's Determination

Regulation 17 required the Council to consider all submissions on the Scheme Amendment within 42 days from the publication of the advertisement. The Council's decision to either:

- (i) Adopt the Scheme Amendment for Final Approval (with or without modification); or
- (ii) Not proceed with the Scheme Amendment;

must be forwarded to the WAPC, for consideration by the Minister for Planning, pursuant to Regulation 17(2).

3.11 Minister's Determination

Regulation 21(1) enables the Minister for Planning to:

- (a) Approve the Scheme Amendment;
- (b) Refuse to approve the Scheme Amendment;
- (c) Require the City to modify the Scheme Amendment before approval is given.

Regulation 21(2) requires that within 42 days of the City being notified by the Minister for Planning:-

- (a) Approving the Scheme Amendment; or
- (b) Requiring the City to modify the Scheme Amendment to comply with the decision of the Minister for Planning,

the City must comply with any modifications required by the Minister for Planning and forward three copies of the Scheme Amendment to the WAPC for final approval.

3.12 Gazettal

When a Scheme Amendment approved by the Minister is published in the *Government Gazette* it has legal effect pursuant to the PD Act 2005. The City will ensure that copies of the Scheme Amendment are available to the public.

4. INTERPRETATIONS

For the purposes of this Planning Procedure, the following term shall have the same meaning as in Town Planning Scheme No.2:

WAPC means the Western Australian Planning Commission constituted under the Planning and Development Act 2005.

Council means the Council of the City of Rockingham.

For the purpose of this Planning Procedure, the following terms are defined as follows:

EPA means the Environmental Protection Authority.

PD Act 2005 means the Planning and Development Act 2005.

Planning Bulletin No.2 means WAPC Planning Bulletin No.2 – Structure Plans Advertised with Rezoning Amendments 1995.

Regulations means Town Planning Regulations 1967.

TPS means *City of Rockingham Town Planning Scheme No.2.*

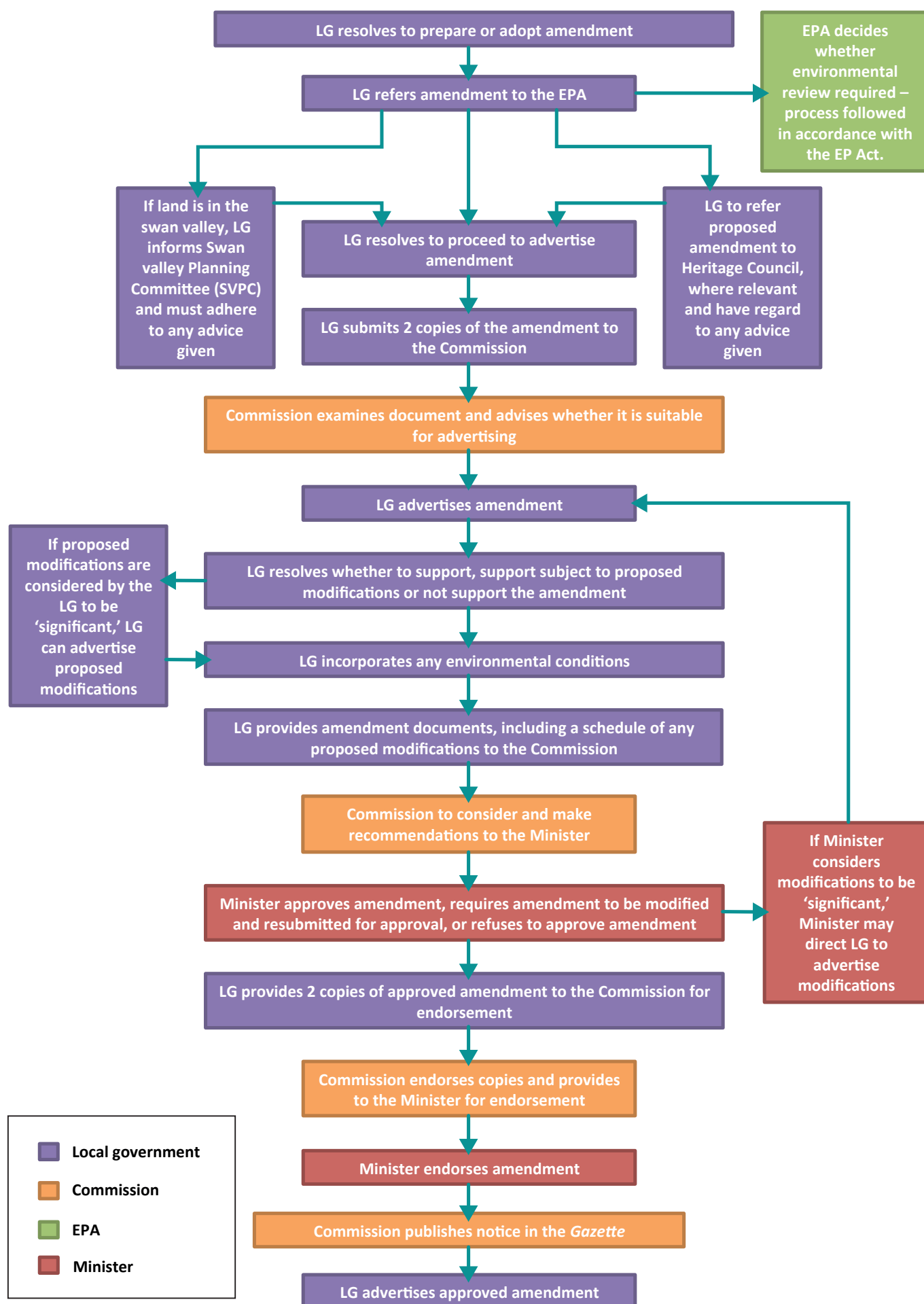
5. ADOPTION

This Planning Procedure was adopted by the Council at its ordinary Meeting held on 27 November 2013.

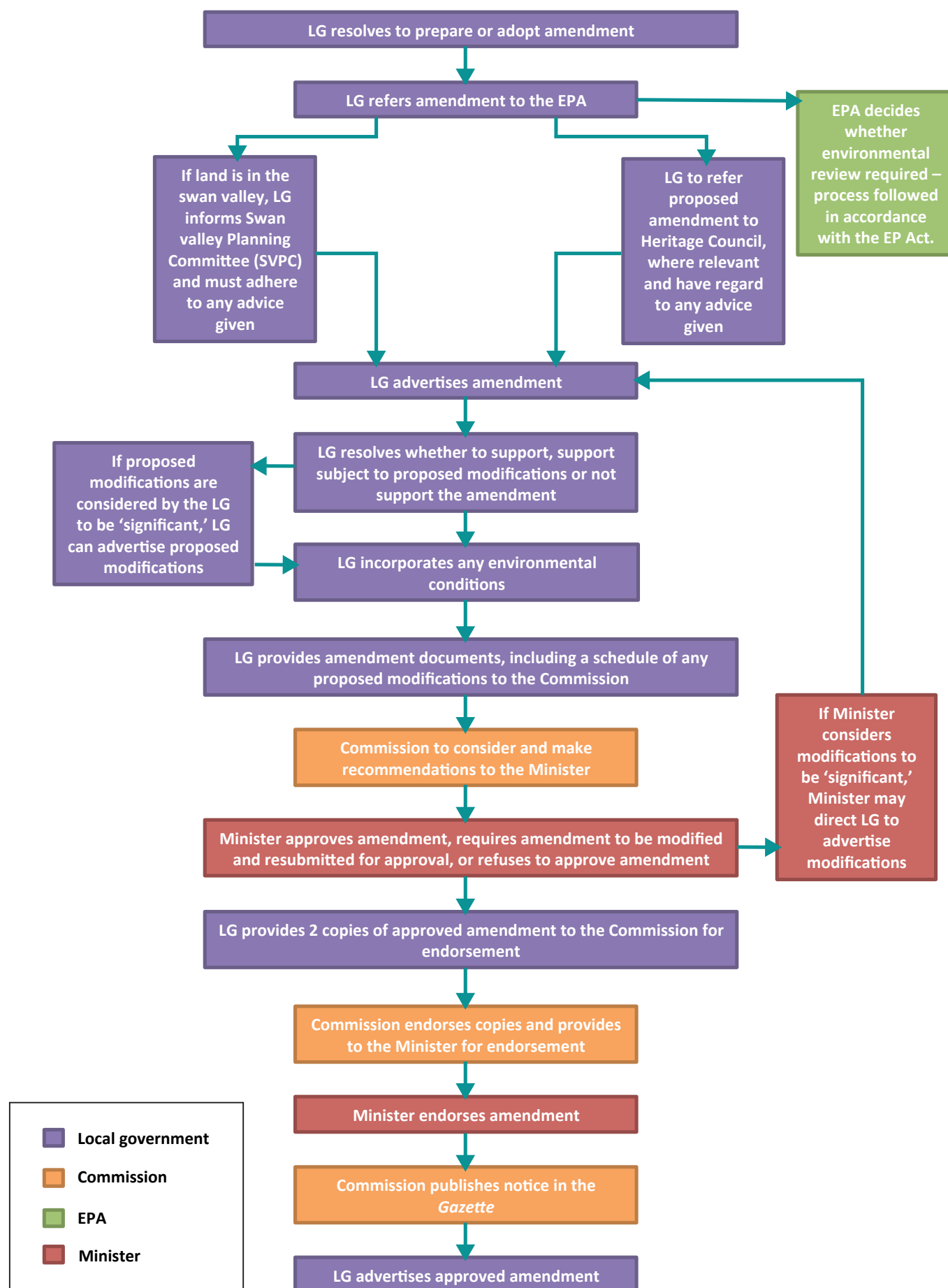
Appendices

1. **Scheme Amendment Report Template**
2. **Local Planning Scheme (LPS) Environmental Checklist**
3. **Scheme Amendment Flow Chart**

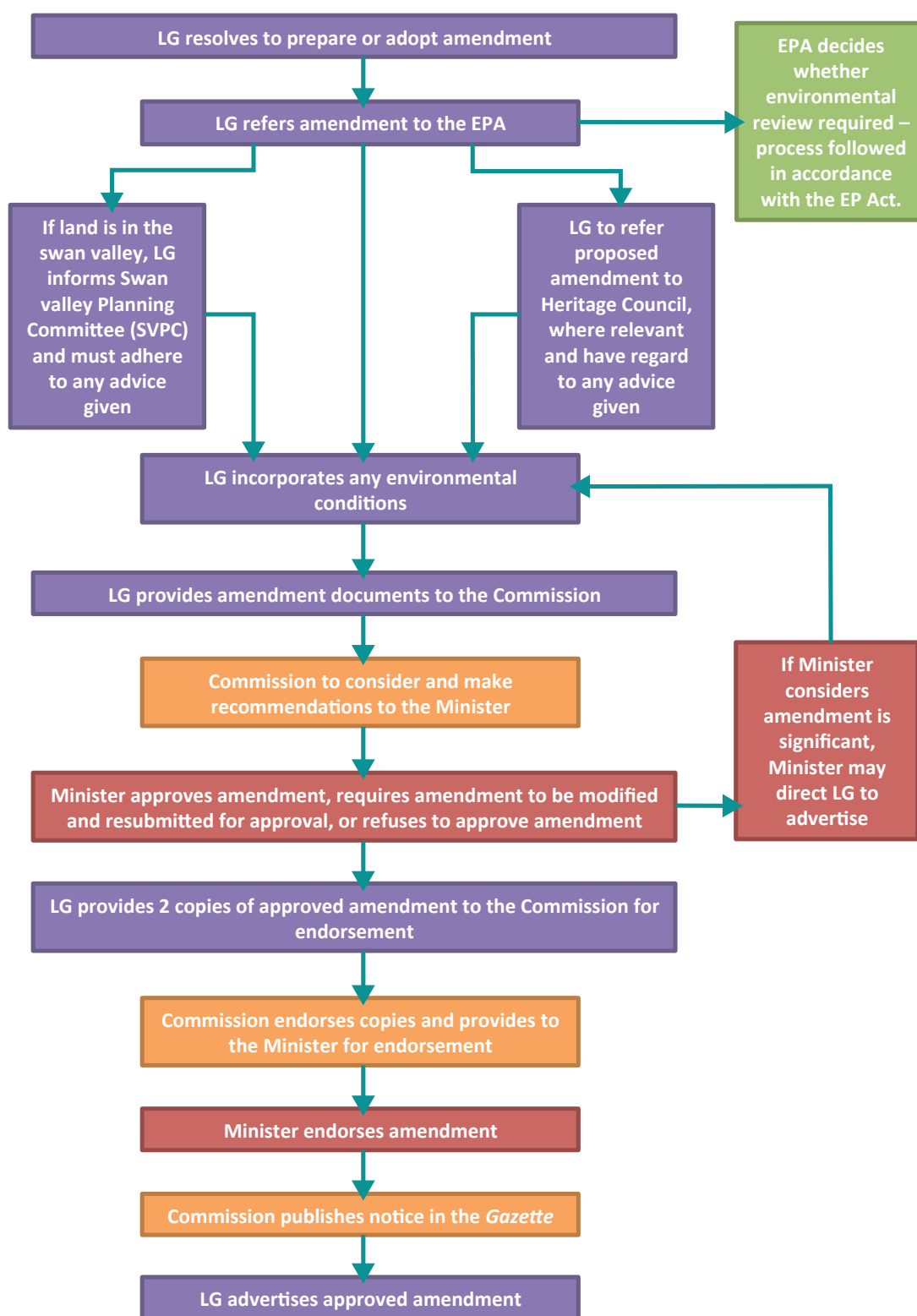
Simplified process for complex amendments to local planning schemes flowchart



Simplified process for standard amendments to local planning schemes flowchart



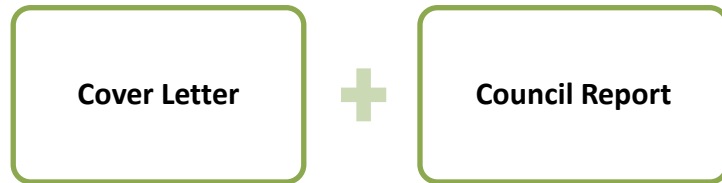
Simplified process for basic amendments to local planning schemes flowchart



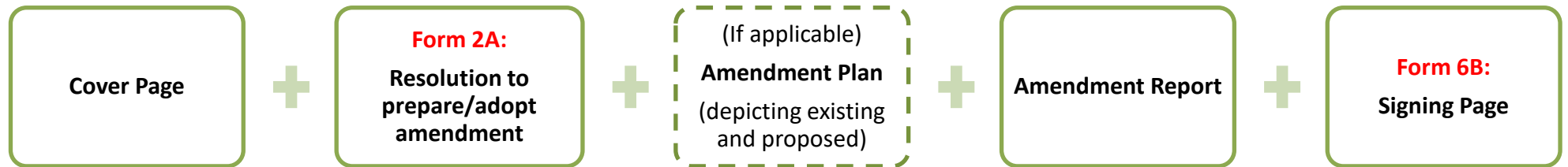
- Local government
- Commission
- EPA
- Minister

DOCUMENT FORMAT FOR BASIC AMENDMENTS

Section A - Supporting Information



Section B - Bound Documents



[INSERT SHIRE LOGO]

City/Town/Shire of X
Town/Local/District Planning Scheme No. X

Amendment No. X

Summary of Amendment Details

*e.g. Omnibus Amendment, Reclassifying Lot X Smith Street, Perth from 'Local Reserve' to
'Residential' with a density of R40*

Planning and Development Act 2005

RESOLUTION TO **PREPARE OR ADOPT AMENDMENT
TO LOCAL PLANNING SCHEME**

*[Name and Number of Local Planning Scheme]
[Amendment Number]*

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

[LIST COMPREHENSIVE DETAILS OF PROPOSED AMENDMENT AS IT WOULD BE ADVERTISED AND OUTLINED IN SCHEME TEXT]

The amendment is basic under the provisions of the *Planning and Development (Local Planning Schemes) Regulations* 2015 for the following reason(s):

[LIST REASON(S) HERE]

Dated this _____ day of _____ 20____

(Chief Executive Officer)

INSERT COLOUR ZONING MAPS HERE

- INCLUDE EXISTING SCHEME MAP – showing the current zoning of the subject site and surrounding area.
- INCLUDE PROPOSED AMENDMENT MAP – identifies the proposed changes to the subject land, all other lots (i.e. those not being changed) are to be shown as white.
- Maps should be:
 - Legible and Clear;
 - Include a legend, north point & scale
 - Includes designations (SCA, R codes etc (as required))

1.0 INTRODUCTION

2.0 BACKGROUND

Location

Site Area

Ownership

Current & Surrounding Land uses

Physical Characteristics

Infrastructure

3.0 LOCAL PLANNING CONTEXT

State & Regional Planning Context

Local Planning Strategy

Local Planning Policies

4.0 PROPOSAL

Including detailed description of the amendment

Planning Justification

Opportunities, Constraints and Issues

5.0 CONCLUSION

COUNCIL ADOPTION

This Basic Amendment was adopted and is recommended for approval by resolution of the Council of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [day] day of [month], 20[year] and the Common Seal of the [LOCAL GOVERNMENT] was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

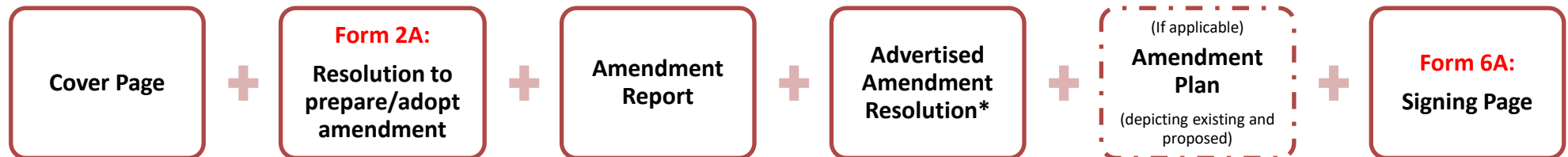
DATE.....

DOCUMENT FORMAT FOR COMPLEX AND STANDARD AMENDMENTS

Section A - Supporting Information



Section B - Bound Documents



* should be submitted depicting advertised amendment only. If Council resolves to support amendment with modifications, these should be outlined separately in a Schedule of Modifications containing information in accordance with Regulations 44 and 53. An electronic copy of Schedule of Modifications containing track changes from advertised version is requested when lodging amendment with the WAPC.

[INSERT SHIRE LOGO]

City/Town/Shire of X
Town/Local/District Planning Scheme No. X

Amendment No. X

Summary of Amendment Details

*e.g. Omnibus Amendment, Reclassifying Lot X Smith Street, Perth from 'Local Reserve' to
'Residential' with a density of R40*

Planning and Development Act 2005

RESOLUTION TO **PREPARE OR ADOPT AMENDMENT
TO LOCAL PLANNING SCHEME**

*[Name and Number of Local Planning Scheme]
[Amendment Number]*

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

[LIST COMPREHENSIVE DETAILS OF PROPOSED AMENDMENT AS IT WOULD BE ADVERTISED AND OUTLINED IN SCHEME TEXT]

The amendment is **standard/complex** under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

[LIST REASON(S) HERE]

Dated this _____ day of _____ 20____

(Chief Executive Officer)

1.0 INTRODUCTION

2.0 BACKGROUND

Location

Site Area

Ownership

Current & Surrounding Land uses

Physical Characteristics

Infrastructure

3.0 LOCAL PLANNING CONTEXT

State & Regional Planning Context

Local Planning Strategy

Local Planning Policies

4.0 PROPOSAL

Including detailed description of the amendment

Planning Justification

Opportunities, Constraints and Issues

5.0 CONCLUSION

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME

[Name and Number of Local Planning Scheme]
[Amendment Number]

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

[LIST COMPREHENSIVE DETAILS OF PROPOSED AMENDMENT AS IT WAS ADVERTISED.

DO NOT INCLUDE ANY MODIFICATIONS AS ADOPTED BY COUNCIL - TO BE INCLUDED IN SCHEDULE OF MODIFICATIONS AND NOT IN RESOLUTION]

AMENDMENT MAP
(IF APPLICABLE)

INSERT COLOUR ZONING MAPS HERE

- INCLUDE EXISTING SCHEME MAP – showing the current zoning of the subject site and surrounding area.
- INCLUDE PROPOSED AMENDMENT MAP – identifies the proposed changes to the subject land, all other lots (i.e. those not being changed) are to be shown as white.
- Maps should be:
 - Legible and Clear;
 - Include a legend, north point & scale
 - Includes designations (SCA, R codes etc (as required))

COUNCIL ADOPTION

This [Complex/Standard] Amendment was adopted by resolution of the Council of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [day] day of [month], 20[year].

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [day] day of [month], 20[year], proceed to advertise this Amendment.

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended [for support/ not to be supported] by resolution of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [number] day of [month], 20[year] and the Common Seal of the [LOCAL GOVERNMENT] was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....



Environmental Protection Authority

**EPA REFERRAL
FORM**

Referral of a Scheme or Scheme Amendment to the Environmental Protection Authority for consideration under Section 48A of the *Environmental Protection Act 1986*.

GUIDE TO COMPLETING THE REFERRAL FORM

STATUTORY REQUIREMENTS

The *Planning and Development Act 2005*, the *Metropolitan Redevelopment Act 2011* and the *Hope Valley Wattleup Redevelopment Act 2000* (Scheme Acts) require all proposed schemes and scheme amendments¹ to be referred to the Environmental Protection Authority (EPA) by the authority responsible for the scheme. The Scheme Acts provide that the responsible authority is to refer to the EPA a written notice of the responsible authority's resolution to prepare or amend the scheme; and such written information about the scheme or amendment as is sufficient to enable the EPA to comply with section 48A of the *Environmental Protection Act 1986* (EP Act). Schemes and scheme amendments can only be referred to the EPA by the responsible authority.

Upon receipt of a scheme or scheme amendment and such written information about the scheme or scheme amendment which enables the EPA to comply with section 48A of the EP Act, the EPA will decide whether the referred scheme or scheme amendment:

- a) should not be assessed (advice and recommendations may be provided); or
- b) should be assessed; or
- c) is incapable of being made environmentally acceptable.

This decision must be made within 28 days of referral of the scheme or scheme amendment and sufficient information to enable the EPA to comply with section 48A of the EP Act.

PURPOSE OF THE REFERRAL FORM

The purpose of this referral form is to ensure that sufficient information is provided to the EPA to enable the EPA to comply with section 48A of the EP Act in a timely manner.

It is important that there is sufficient supporting evidence and documentation about the likely environmental issues raised by the scheme or scheme amendment.

EPA ENVIRONMENTAL FACTORS AND OBJECTIVES

The EPA's environmental factors and objectives, and how the EPA makes decisions are outlined in Environmental Assessment Guideline 8 *Environmental factors and objectives* (EAG 8) and Environmental Assessment Guideline 9 *Application of a significance framework in the environmental impact assessment process* (EAG 9) which are available through the EPA website at www.epa.wa.gov.au/Policies_guidelines/EAGs

¹ Referred to as master plans under the *Hope Valley-Wattleup Redevelopment Act 2000*

REFERRAL INFORMATION REQUIREMENTS

If insufficient information is provided with the referral of the scheme or amendment, the referral may be deemed to be incomplete and will not be accepted.

The following outlines the information required to be provided by responsible authorities or their authorised agents.

- **Referral Form** – complete all sections.
- **Responsible authority's resolution to adopt the scheme or amendment** – until the scheme or scheme amendment has been prepared there is unlikely to be sufficient information available.
- **Spatial data** - GIS data is considered critical to informing the EPA's decision and record-keeping for referrals.

(GIS or CAD) on CD, depicting the scheme or scheme amendment extent, geo-referenced and conforming to the following parameters:

- GIS: polygons representing all activities and named;
- CAD: simple closed polygons representing all activities and named;
- Datum: GDA94;
- Projection: Geographic (latitude/longitude) or Map Grid of Australia (MGA);
- Format: Arcview shapefile, Arcinfo coverages, Microstation or AutoCad.

Spatial data may not be required for all referrals, for example text amendments which apply across a scheme. Spatial data must be provided where a scheme amendment area consists of multiple lots and/or partial lots.

- **New schemes that replace existing schemes and/or incorporate existing schemes into a single scheme** - provide maps with notes showing changes to zones and a summary of changes to the scheme text/s. Identify any amendments in progress for the existing scheme/s. The Environmental Planning Branch at the Office of the EPA can provide further advice where required.
- **One hard (if mailed to the EPA) and one electronic copy (all referrals) of documentation relating to the scheme or scheme amendment** e.g. Council Minutes, environmental reports, subdivision guide plan, maps etc. on CD, in PDF file format. The EPA may forward documentation to other agencies for technical advice.

Please ensure any attachments are below eight megabytes (8MB) as they may be published on the Department's website for public comment. To minimise file size, enclose maps and figures as separate files if necessary. File names should be descriptive and must not include any special characters such as the following: ~ ` ^ : & * () | ' " , ? © [] < >

Please mail completed referrals to:

Locked Bag 10
EAST PERTH WA 6892

Or Email to registrar@epa.wa.gov.au

For further information:

EPA website: www.epa.wa.gov.au

Email: info@epa.wa.gov.au

REFERRAL OF A SCHEME OR SCHEME AMENDMENT TO THE ENVIRONMENTAL PROTECTION AUTHORITY

REFERRAL FORM

RESPONSIBLE AUTHORITY AND SCHEME (or SCHEME AMENDMENT) INFORMATION

Name of Responsible Authority:

Name of the Responsible Authority's Chief Executive Officer (for correspondence):

Salutation: First Name:.....Surname:.....

Scheme Type (choose one): **Local** **Region** **Redevelopment** **Improvement** **Other**

Scheme Title:

Amendment No.:

If the referral concerns an amendment to a Local Planning Scheme does the amendment conform to a WAPC endorsed Local Planning Strategy? **Yes** **No** Date of endorsement.....

ENVIRONMENTAL CHECKLIST

This checklist is intended to assist responsible authorities identify potential environmental issues, and to ensure they supply sufficient information with the referral to enable the EPA to decide whether or not to assess a scheme or scheme amendment.

The questions below have been grouped together under themes in accordance with the EPA's environmental factors and objectives as listed in Environmental Assessment Guideline No. 8.

For clarification of any terms or descriptions used, please refer to EPA Guidance No. 33 "Environmental Guidance for Planning and Development" through the EPA website.

Please tick the appropriate box and supply the information indicated at the end of this section.

LAND, WATER and SEA

Yes No Unsure

1. Does the scheme (or amendment) apply to land which contains or adjoins any of the following?

- a) Native vegetation.

If yes, identify:

- b) Wetland (includes seasonally damp land), watercourse or river

If yes, identify:

- c) Estuary or inlet.

If yes, identify:

- d) Coastal area or near-shore marine area.

If yes, identify:

- e) Public water supply area.

If yes, identify:

- f) Landform of special interest, for example, karst, beach, ridge, plain.

If yes, identify:

	Yes	No	Unsure
2. Does the scheme (or amendment) apply to land which is the subject of any significant or potentially significant soil or land degradation issues, for example, salinity, waterlogging, erosion, acid sulphate soil? If yes, identify issue/s:	Yes	No	Unsure
3. Does the scheme (or amendment) allow for a land use/s that will or could discharge a pollutant to the air, surface water, soil or groundwater? If yes, identify the land use/s, and associated pollutants:	Yes	No	Unsure
4. Does the scheme (or amendment) apply to a site that has been used for a past land use which may have contaminated the soil or groundwater, for example, market garden, industrial use, fill? If yes, identify:	Yes	No	Unsure
5. Does the scheme (or amendment) apply to any land with a high watertable?	Yes	No	Unsure

PEOPLE and AIR

6. Does the scheme (or amendment) allow development that may cause emissions (noise, gases, odour, dust, light, vibration) to impact on sensitive land uses (including land that may be used for future residential use)? If yes, identify the nearby sensitive land uses:	Yes	No	Unsure
7. Does the scheme (or amendment) allow a sensitive land use to be situated in an area likely to be affected by emissions (noise, gases, odour, dust, light, vibration) from land uses such as industry, agriculture or infrastructure? If yes, identify:	Yes	No	Unsure
8. Does the scheme (or amendment) raise any environmental issues of concern to the public? Please specify the environmental issue(s) of concern:.....	Yes	No	Unsure
9. Does the scheme (or amendment) adversely affect any historical and/or cultural association? If yes, identify:	Yes	No	Unsure

Additional information

- If all answers to the questions above are “no”, no other environmental information is required to accompany this checklist.
- If answers include “yes” or “unsure”, please provide information for those items on:
 - the existing environment
 - potential environmental impacts and their magnitude/significance
 - how the impacts will be managed to ensure a good environmental outcome.

The EPA will review the checklist and information submitted and if the response or information is insufficient to enable the EPA to decide whether or not to assess the scheme, the EPA may request additional information. Processing of the referral cannot be commenced until the information is provided.

REFERRAL INFORMATION CHECKLIST

Information to be included with the referral	Yes	N/A
A copy of the Responsible Authority's resolution to adopt the scheme or scheme amendment		
New schemes that replace existing schemes and/or incorporate existing schemes into a single scheme: Maps showing changes to zones A summary of changes to the scheme text/s Amendments in progress for the existing scheme/s		
Spatial data (see guide) If not, identify why (eg a text amendment that applies across the scheme): ----- -----		
One electronic and one hard copy of the referral documentation (if mailed to the EPA)		
A letter of authorisation to act on behalf of the Responsible Authority (only required if the referral is being submitted by an agent acting on behalf of the Responsible Authority)		

DECLARATION (for completion by Responsible Authority or authorised agent):

I, -----, (*full name*) declare that I am authorised on behalf of ----- (being the Responsible Authority referring the scheme/ scheme amendment) to submit this form and further declare that the information contained in this form is true and correct.

Signature:	Name (print):
Position:	Responsible Authority/ Company:
Date:	Contact Phone/Email: