



Private Sponsored Planning Scheme Amendments Facts and Processes

What is the Planning Scheme?

The Macedon Ranges Planning Scheme applies to all land within the Macedon Ranges Shire and sets out the controls, policies and provisions for the use, development and protection of land.

What is a Planning Scheme Amendment?

A Planning Scheme Amendment is a change to the Planning Scheme. This may include a change to a local policy about the use of land or the design and layout of buildings. It may also include a rezoning or a change to overlay controls relating to, for example, heritage or vegetation protection.

The process for carrying out a planning scheme amendment is set out in the *Planning and Environment Act 1987*. This process is summarised on page 3 of this fact sheet.

What is a private sponsored amendment?

A private sponsored amendment is a planning scheme amendment initiated at the request of an applicant or land owner. Most private sponsored amendments relate to an individual parcel of land where the land owner is the main beneficiary.

Does Council support private sponsored amendments?

Council assesses private sponsored amendments against the objectives of the *Planning and Environment Act 1987* and the policies contained in the Macedon Ranges Planning Scheme.

Council is not obliged to process a private sponsored amendment. Private sponsored amendments might be supported if they are consistent with Council's policies for the area and result in a net benefit to the broader community.

Who pays for private sponsored amendments?

All costs associated with processing a private sponsored amendment are paid for by the applicant (proponent) requesting the amendment. Note that the payment of fees does not guarantee Council support for the amendment.



Private Sponsored Amendment Fee Schedule 2024/2025

Stage	Fee	Timing of payment
Stage 1 – Considering a request		
<ul style="list-style-type: none"> Statutory fee to consider request 	\$3,364.00 (206 fee units)	The time at which the amendment is requested.
Public exhibition costs		
<ul style="list-style-type: none"> Public notice letters 	At cost. Approximately \$2.00 per letter (<i>subject to variation on application-by-application basis</i>)	Following public exhibition process.
<ul style="list-style-type: none"> Public notice in local papers 	At cost. Approximately \$1,500 – <i>subject to variation on application-by-application basis</i>)	
<ul style="list-style-type: none"> Public notice in Government Gazette 	At cost. Approximately \$100.	
<ul style="list-style-type: none"> Signs on the site (if required) 	At cost. Approximately \$70 – <i>subject to variation on application-by-application basis</i>)	
Stage 2 – Considering submissions that seek a change, and referral and assistance to panel		
<ul style="list-style-type: none"> Up to and including 10 submissions which seek a change to an amendment, and where necessary referring the submissions to a panel. 	\$16,672.90 (1021 fee units)	Before the planning authority considers submissions.
<ul style="list-style-type: none"> 11 to (and including) 20 submissions which seek a change to an amendment, and where necessary referring the submissions to a panel. 	\$33,313.20 (2040 fee units)	
<ul style="list-style-type: none"> Submissions that exceeds 20 of which seek to change an amendment, and where necessary referring the submissions to a panel. 	\$44,531.90 (2727 fee units)	
<p>The above Stage 3 fee will also cover Council:</p> <ol style="list-style-type: none"> providing assistance to a panel in accordance with section 158 of the Act; and 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 considering the panel's report in accordance with section 27 of the Act; and after considering submissions and the panel's report, abandoning the amendment. 		



Planning Panel costs (if required)

<ul style="list-style-type: none"> Planning Panels Victoria fees which are charged to Council as the Planning Authority for the costs of running a panel, including panel member fees and other associated hearing costs. 	At cost (approximately \$5,000 per day of the hearing – <i>subject to change on application-by-application basis</i>)	Before the planning authority adopts the amendment.
<ul style="list-style-type: none"> Venue hire (if required) 	At cost	

Stage 3 and 4 – Approval of amendment

<ul style="list-style-type: none"> Adopting the amendment, submitting it for approval and giving notice of approval 	\$530.70 if the Minister is not the planning authority or nil fee if the Minister is the planning authority. (32.5 fee units)	At the time of submitting the amendment for approval to the Minister for Planning
<ul style="list-style-type: none"> Statutory fee to submit the amendment to the Minister for Planning for approval 	\$530.70 if the Minister is not the planning authority or nil fee if the Minister is the planning authority. (32.5 fee units)	

Note 1: The payment of fees does not guarantee Council support for the amendment.

Note 2: Council will invoice proponents for the above fees at each stage of the process.

Note 3: The [Planning and Environment \(Fees\) Regulations 2016](#) (open in new window) sets out the fees that planning and responsible authorities may charge.

The fees for planning scheme amendments are set out in [Regulation 6](#) (open in new window). They are based on a monetary unit and adjusted on an annual basis. Fee unit value 2024/25 financial year = \$16.33





Combined permit applications and amendments

The *Planning and Environment (Fees) Regulations 2016* (Reg 14) states that, for combined permit applications and amendments, the fee applicable is:

- 50% of the fee which would have applied if the application for the permit had been made separately
- If the application is for more than one permit the fee is the highest of the fees which would have applied if separate applications for the permits had been made.

Planning Scheme Amendment process

The below summarises each stage of a Planning Scheme Amendment towards approval.

