



Attachment 5 – Authorised plan-making reporting template

Reporting template for authorised LEP amendments

Notes:

- The planning proposal number will be provided by the Department of Planning and Environment following receipt of the planning proposal.
- The Department will fill in the details of Tables 1 and 3.
- The local plan-making authority is to fill in the details of Table 2.
- If the planning proposal is exhibited more than once, the local plan-making authority should add rows to **Table 2** to include this information.
- The local plan-making authority must notify the relevant contact officer in the regional office in writing of the dates as they occur to ensure the publicly accessible LEP Tracking System is kept up to date.
- The plan should be signed using the following format:
 [Name]
 [Title]
 [Council name]
 Delegate of [Council name], the local plan-making authority [date]
- A copy of this completed report must be provided to the Department with the local plan-making authority's request to have the LEP notified.

Table 1: To be completed by the Department of Planning and Environment

Stage	Date/Details
Planning proposal number	PP_2018_FORBE_002_00
Date sent to DPE under section 3.34(1)	03.12.18
Gateway determination date	18.12.18

Table 2: To be completed by the local plan-making authority

Stage	Date/Details	Notified regional office
Dates draft LEP exhibited	10/5/19 - 7/7/19	✓
Date of public hearing (if held)	NA	
Date draft LEP requested from PCO	12/7/19	✓
Date draft LEP received from PCO	6/8/19	✓
Date PCO Opinion requested	6/8/19	✓
Date PCO Opinion received	15/8/19	✓
Date GIS data or maps provided/requested	NA	
Date ePlanning confirmed mapping is suitable and sent to PCO	NA	
Date LEP finalised	15/8/19	✓
Date sent to DPE requesting notification	15/8/19	✓



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Table 3: To be completed by the Department of Planning and Environment

Stage	Date/Details
Notification date and details	

Additional relevant information: