

# 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**

Stage	Date/Details
Planning proposal number	PP_2022_4003
Date sent to DPIE under section 3.34(1)	14 November 2022
Gateway determination date	23 December 2022

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

Stage	Date/Details	Notified regional office
Dates draft LEP exhibited		
Date of public hearing (if held)		
Date draft LEP requested from PCO		
Date draft LEP received from PCO		
Date PCO Opinion requested		
Date PCO Opinion received		
Date GIS data or maps provided/requested		
Date ePlanning confirmed mapping is suitable and sent to PCO		

<b>Stage</b>	<b>Date/Details</b>	<b>Notified regional office</b>
Date LEP finalised		
Date sent to DPIE requesting notification		

**Table 3: To be completed by the Department**

<b>Stage</b>	<b>Date/Details</b>
Notification date and details	

**Additional relevant information:**