PRACTICE NOTE – PNPE2

Information from Decision-Makers and Authorities

Application	Land & Environment Division
Effective date	27 June 2026
Supersedes Practice Note	Previous version of PNPE2 issued on 1 February 2026
Special note	Please ensure that you are using an up-to-date version of this practice note. Other practice notes may also apply.
Further information	Many procedures common to the Land & Environment Division and to other VCAT Divisions are described in PNVCAT1 – Common Procedures. A complete set of current practice notes are available on the VCAT website at www.vcat.vic.gov.au.

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Special Note

1. With effect from 1 February 2026, amendments to the *Victorian Civil and Administrative Tribunal Rules 2018* (Vic) come into operation:
   a. to establish new divisions of the Tribunal (see rule 2.01); and
   b. to provide for the President to give directions about divisions and practice areas of the Tribunal as a matter of the business of the Tribunal (see rule 2.02).
2. From 1 February 2026 new VCAT practice areas published on the VCAT website replace the former lists.

Introduction

3. This practice note sets out information to be provided by a responsible authority, specified body, other decision-maker, or other body on receipt of notice that an

application under a 'planning enactment' as defined under cl 2 sch 1 VCAT Act or other specified enactment in the Schedule to this PN.

4. Unless expressly referred to in this practice note, the information requirements in this practice note do not apply to an application that does not arise under a 'planning enactment' as defined under cl 2 sch 1 VCAT Act or other specified enactment in the Schedule to this PN. This includes compensation matters referred to in practice note *PNPE5 – Valuation, Compensation and Charges matters*, and gaming matters arising under the *Gambling Regulation Act 2003*. Separate information requirements may apply for these types of proceedings under section 49 of the Act or under other enabling enactments.
5. In any proceeding, the Tribunal may at its discretion vary the operation of a practice note by direction or order.
6. This practice note has been issued by the Rules Committee pursuant to section 158 of the Act.

Definitions

Word	Definition
Act	*Victorian Civil and Administrative Tribunal Act 1998*
Planning enactment	A 'planning enactment' as defined in Schedule 1 of the Act. It includes the *Planning and Environment Act 1987*, the *Environment Protection Act 1970*, and a number of other specified enabling enactments relating to the development and use of land.
Rules	*Victorian Civil and Administrative Tribunal Rules 2018*

7. A word or term used in this practice note has the same meaning as defined in the Act or in the *Interpretation of Legislation Act 1984* (Vic).

Service requirements for decision-makers and authorities

Application type	Which Table must be completed?	When must the authority provide the completed Table and documents?	Who receives the authority's completed Table?
Applications under sections 77, 79, 80, 82, 82B and 82AAA of the *Planning and Environment Act 1987* for review	Table 1 Table 1A for any matter listed in the Short Cases Matter	By the date specified in the Tribunal's Initiating Order	Applicant for review and permit applicant (if not the applicant for review)

Applications under sections 87, 87A or 89 of the *Planning and Environment Act 1987* for cancellation or amendment of a permit	Table 2	By the date specified in the Tribunal's Initiating Order	Applicant and permit holder (if not the applicant)
Applications under section 114 of the *Planning and Environment Act 1987* for an enforcement order	Table 3	By the date specified in the Tribunal's Initiating Order	Applicant if the applicant is not the responsible authority
Applications under section 149 of the *Planning and Environment Act 1987* for review of a decision of a specified body	Table 4	By the date specified in the Tribunal's Initiating Order	Applicant for review
Applications under sections 81(1)(a), 81(1)(aa) and 81(1)(b) of the *Planning and Environment Act 1987* for review of extension of time	Table 5	By the date specified in the Tribunal's Initiating Order	Applicant for review
Applications under section 81(2) of the *Planning and Environment Act 1987* for review of decision to refuse to extend time under section 54A to provide information under section 54	Table 6	By the date specified in the Tribunal's Initiating Order	Applicant for review
Applications under section 78 of the *Planning and Environment Act 1987* for review of requirements	Table 7	By the date specified in the Tribunal's Initiating Order	Applicant for review
Applications under sections 149A or 149B of the *Planning and Environment Act 1987* for a declaration, determination or direction	Table 8	By the date specified in the Tribunal's Initiating Order	Applicant if the applicant is not the responsible authority
Applications under section 64 of the *Water Act 1989* for review	Table 9	By the date specified in the Tribunal's Initiating Order	Applicant
Applications under sections 266(4) and 271(3) of the *Water Act 1989* for review of a required payment	Table 10	By the date specified in the Tribunal's Initiating Order	Applicant

Applications under section 305A of the *Water Act 1989* for a declaration	Table 11	By the date specified in the Tribunal's Initiating Order	Applicant
Applications for review under the *Environment Protection Act 2017*	Table 12	By the date specified in the Tribunal's Initiating Order	Applicant for review
Applications under section 40 of the *Subdivision Act 1988* for review	Table 13	By the date specified in the Tribunal's Initiating Order	Applicant for review
Applications under section 41 of the *Subdivision Act 1988* for a declaration	Table 14	By the date specified in the Tribunal's Initiating Order	Applicant
Applications under sections 185 or 185AA of the *Local Government Act 1989* for review or declaration	Table 15	By the date specified in the Tribunal's Initiating Order	Applicant or Applicant for review
Applications under Part 8 of the *Aboriginal Heritage Act 2006* for review (sections 116(1), 116(2), 121(1)(a), 121(1)(b) and 126)	Table 16	By the date specified in the Tribunal's Initiating Order	Applicant for review
Other planning environment or resources act applications	Table 17	By the date specified in the Tribunal's Initiating Order	Applicant

Requirements in completing and serving documents for all application types

8. The information must be provided using the relevant Table.
9. Documents attached to the authority's response must be numbered to accord with the number of the item in the Table to which they relate.
10. If the authority has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to this Practice Note for the authority to indicate alongside any item in the Table marked with an asterisk that the information or reference document provided with the application is correct.
11. The relevant decision-maker must serve a copy of the completed Table but not attachments unless otherwise required by a Tribunal order on the applicant/applicant for review as specified above.

- END OF PRACTICE NOTE –

Schedule 1: List of Enabling Enactments

The following Acts and subordinate legislation confer jurisdiction on VCAT's Land & Environment Division.

- *Aboriginal Heritage Act 2006;*
- *Catchment and Land Protection Act 1994* section 48 (land use conditions and land management notices);
- *Circular Economy (Waste Reduction and Recycling) Act 2021*;
- *Climate Change Act 2017*;
- *Conservation, Forests and Lands Act 1987* section 76 (variation and termination of land management co-operative agreements);
- *Education and Training Reform Act 2006* section 5.7A.12;
- *Environment Protection Act 1970*;
- *Environment Protection Act 2017* except item 23 of the table to section 430(4);
- *Flora and Fauna Guarantee Act 1988* sections 34(3), 41, 41A (interim conservation orders) and 43(12) (claims for compensation) and, on and after 1 June 2020, the whole of that Act;
- *Gambling Regulation Act 2003*;
- *Health Services Act 1988* section 67 (compulsory acquisition of land);
- *Heritage Act 2017*;
- *Land Acquisition and Compensation Act 1986*;
- *Local Government Act 1989* sections 183 (differential rating), 185 (imposition of special rate or charge) and 185AA (imposition of special rate or charge);
- *Major Transport Projects Facilitation Act 2009*;
- *Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020*;
- *Mineral Resources (Sustainable Development) Act 1990*;
- *Owners Corporations Act 2006* Part 6;
- *Petroleum Act 1998*;
- *Pipelines Act 2005* section 154;
- *Planning and Environment Act 1987*;
- *Plant Biosecurity Act 2010* sections 48 (accreditation to issue assurance certificates) and 59 (review of the Minister's determination on costs);
- *Radiation Act 2005* section 102(1) (reviewable decision under paragraph (d) of the definition of reviewable decision in section 100);
- Road Management (General) Regulations 2016;
- *Subdivision Act 1988*, except Part 5;
- *Traditional Owner Settlement Act 2010*;
- *Development Victoria Act 2003*;
- *Valuation of Land Act 1960* Part III (disputes on the value of land);
- *Vexatious Proceedings Act 2014*;
- *Water Act 1989* except section 19.

Schedule 2: List Of Tables

PNPE2 – TABLE 1

Applications under sections 77, 79, 80, 82, 82B and 82AAA of the Planning and Environment Act 1987 **for review**

Responsible authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the responsible authority has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the responsible authority to indicate alongside any item in the Table that the information or reference document provided with the application is correct.

Permit application and decision		
1.1	What is the number of the permit application?	
1.2	Is the application for a new permit or to amend an existing permit under section 72 of the Act?	
1.3	Provide a copy of the relevant notice of refusal, permit or notice of decision to grant a permit or amend a permit (as the case may be).	
Planning scheme details		
1.4	What is the name of the relevant planning scheme, the zone, and any overlay or other control applying to the subject land?	
1.5	Specify each clause of the planning scheme under which a permit is required.	
1.6	Provide a plan in colour showing the zoning of the subject land and surrounding land.	
Notice		
1.7	Is the proposal exempt from the notice requirements or review rights under the Act? If so, specify by what provision in the planning scheme.	

1.8 If the proposal was not exempt, was notice of the permit application required to be given under section 52(1)(a) or (d) of the Act? If permit applicant was required to give notice, specify the manner in which notice was required to be given, and the date on which the written requirement for notice was dispatched. OR If the responsible authority gave notice, specify the manner in which the notice was given, and the date on which notice was given. Provide a list of the names and addresses of all persons to whom notice was given.	
1.9 If the application sought permission to remove or vary a restrictive covenant, was notice given in accordance with sections 52(1)(cb) & 52(1AA) of the Act?	
1.10 Provide a list of the names and addresses of all objectors. [Copies of individual objections are not required.] In addition, if there are more than 20 objectors, an electronic version of the list must be sent to admin@vcat.vic.gov.au.	
1.11 Did the responsible authority process the application as a VicSmart application?	
1.12 If notice of the application was not given pursuant to section 52(1)(a) or (d) of the Act and the proposal is not exempt from the notice requirements and review rights under the Act: (a) Specify what notice (if any) the responsible authority considers should be given if the Tribunal decides to direct that notice be given under section 83B of the Act. (b) Provide a copy of a suitable locality plan to assist the Tribunal to assess the extent of the notification suggested. (c) Provide a list of the names and addresses of persons and land nominated for notification under sub-clause(a).	

Referrals	
1.13 **Determining referral authorities**	
(a) At the time of the relevant decision, were there any determining referral authorities?	(a) ☐ No determining referral authorities.
(b) For each determining referral authority:	(b)
(i) what is its name and regional address?	(i)
(ii) under which provision of the planning scheme or an enactment was it a determining referral authority?	(ii)
(iii) did the responsible authority provide it with a copy of the permit application?	(iii) ☐ Yes ☐ No
(iv) provide copies of all responses under section 56 of the Act, and all reports and correspondence between the responsible authority and the determining referral authority.	(iv) ☐ Copies provided.
(c) Since the date of the relevant decision, has there been any change to the planning scheme which would result in a change to the status or number of the determining referral authorities? If so, describe the relevant change to the planning scheme.	(c) ☐ Yes ☐ No
1.14 **Recommending referral authorities**	
(a) At the time of the relevant decision, were there any recommending referral authorities?	(a) ☐ No recommending referral authorities.
(b) For each recommending referral authority:	(b)
(i) what is its name and regional address?	(i)
(ii) under which provision of the planning scheme or an enactment was it a recommending referral authority?	(ii)
(iii) did the responsible authority provide it with a copy of the permit application?	(iii) ☐ Yes ☐ No
(iv) provide copies of all responses under section 56 of the Act, and all reports and correspondence between the responsible authority	(iv) ☐ Copies provided.

and the recommending referral authority. (c) Since the date of the relevant decision, has there been any change to the planning scheme which would result in a change to the status or number of the recommending referral authorities? If so, describe the relevant change to the planning scheme.	(c)
1.15 **Other notice** (a) Did the responsible authority give notice of the permit application to any other authority or entity under section 52 of the Act? (b) For each other authority or entity to which notice of the permit application was given: (i) what is its name and regional address? (ii) did the responsible authority provide it with a copy of the permit application? (iii) provide copies of all correspondence between the responsible authority and the authority or entity. (c) Would any other organisation, municipal council, public authority or government department be interested in or affected by the application? If so, why?	(a) ☐ Yes ☐ No (b) (i) (ii) (iii) (c)
Restrictive covenant	
1.16 If the subject land is subject to a registered restrictive covenant: (a) Provide details of the covenant. (b) Would the grant of the permit applied for result in a breach of that covenant, in the opinion of the responsible authority? (c) Was any notice of the application given to the owners and occupiers of the land having the benefit of that covenant?	

Aboriginal cultural heritage	
1.17 Did the permit applicant provide an approved cultural heritage management plan (CHMP) before the permit application was decided (or, if a section 79 application, before the s 79 application was lodged)? If it was provided, attach a copy, unless a copy has been included with the application.	
If it was provided, indicate whether, in the responsible authority's opinion, it is sufficient for the permit application. If it was not provided, complete the following: (a) Is the location of the proposed use and / or development on or partly on an area of Cultural Heritage sensitivity as defined under Divisions 3 or 4 of Part 2 of the *Aboriginal Heritage Regulations 2018*? (b) Is the proposed use and / or development of the land a high impact activity as defined under Division 5 of Part 2 of the *Aboriginal Heritage Regulations 2018*? (c) Is the activity exempt from a CHMP under Division 2 of Part 2 of the *Aboriginal Heritage Regulations 2018*? (d) Is a CHMP not required because of significant ground disturbance? (e) Is a CHMP not required because the permit application provided a preliminary Aboriginal heritage test (PAHT) under section 49C of the *Aboriginal Heritage Act 2006*? If so, provide a copy of the Secretary's certificate. (f) Provide copies of all information that the responsible authority relies upon or has been submitted by the permit applicant about Aboriginal cultural heritage matters.	

Permit application documents	
1.18 Has the responsible authority been served with a copy of the application and accompanying reference documents? If yes, are these documents correct and complete? If no, provide a full copy of the permit application documents, including: (a) A copy of the permit which is proposed to be amended, where the application is an application to amend a permit under section 72 of the Act. (b) The application for a permit or the application to amend a permit. The plans which the responsible authority considered when it made its decision. This means the plans accompanying the permit application or, if there has been a formal amendment of the permit application under the Act, the latest set of amended plans. [It is not necessary to send multiple versions of plans, only the latest version. In the case of a failure application under section 79, it means the relevant plans at the date the application for review was lodged.] (d) Any other information required under section 47 of the Act. (e) Any neighborhood and site description, design response or urban context report (as relevant) and design response. (f) Any other documents supplied by the permit applicant in support of the permit application.	

Considering the permit application	
1.19 Have there been any formal amendments to the permit application under the *Planning and Environment Act 1987*? If so, provide a copy of any form or correspondence requesting or agreeing to an amendment.	
1.20 Provide a copy of any officer's report prepared in respect of the permit application, together with all attachments.	
1.21 What sort of consultation or mediation occurred in the course of considering the application, if any?	
Hearing arrangements	
1.22 Is the application for review suitable for a compulsory conference by the Tribunal or other form of ADR?	
1.23 Specify an estimate of the time required: (a) to present the responsible authority's case, including time for any witnesses (specify the number of witnesses (if any) the responsible authority intends to call); and (b) to hear the application.	
1.24 Is the matter suitable for inclusion in the Short Cases List?	
1.25 Is any question of law likely to arise in the hearing of the application for review? If so, specify particulars of that question of law, including any issues relating to characterisation of the proposed use, definitions under or interpretations of the planning scheme, existing use rights or the like.	
1.26 Specify details of any relevant past or present Tribunal or Court proceeding.	

Other issues		
1.27	Are there any other issues relating to the application that the responsible authority wishes to highlight?	
Draft permit conditions		
1.28	In applications under sections 77 (refusal) or 79 (failure) of the *Planning and Environment Act 1987* the responsible authority must no later than one (1) week before the hearing provide a draft of the conditions to which the permit should be subject if it was granted to:	
(a)	the Tribunal via email and in Word format; and	
(b)	all other parties by any usual method of service.	
Copy of decision		
1.29	In applications under sections 80 (conditions) or 82 (notice of decision) of the *Planning and Environment Act 1987* the responsible authority must no later than one (1) week before the hearing provide a copy of the notice of decision or permit (as the case may be) to the Tribunal via email in Word format.	

PNPE2 – TABLE 1A (SHORT CASE MATTER)

Applications under sections 77, 79 and 80 of the Planning and Environment Act 1987 **for review**

Responsible authorities and other decision-making bodies must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types when the case has been listed in the Short Cases List.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

Information provided by the applicant for review		
1A.1	Do you agree the responsible authority has been served with a complete and correct copy of the application and accompanying reference documents?	
1A.2	If you do not agree please provide details of those matters that you say are incomplete and/or inaccurate.	
Notice		
1A.3	Do you agree with the statement provided by the applicant for review about the notice requirements or review rights under the Act?	
1A.4	If you do not agree please provide details about the notice requirements or review rights under the Act which you say do apply.	

1A.5	If notice of the application was not given pursuant to section 52(1)(a) or (d) of the Act and the proposal is not exempt from the notice requirements and review rights under the Act, should the Tribunal direct notice of the application. If your answer is No, provide reasons for your answer. If your answer is Yes: (a) Specify what notice (if any) the responsible authority considers should be given if the Tribunal decides to direct that notice be given under section 83B of the Act. (b) Provide a copy of a suitable locality plan to assist the Tribunal to assess the extent of the notification suggested. (c) Provide a list of the names and addresses of persons and land nominated for notification under sub-clause (a).	
Referrals		
1A.6	Provide a copy of: (a) any response received from a referral authority under section 56 of the Act; and (b) relevant reports or correspondence passing between the responsible authority and any referral authorities relating to the permit application.	
1A.7	Is any other organisation, municipal council, public authority or government department interested in or affected by the application?	
Restrictive covenant		
1A.8	If the subject land is subject to a registered restrictive covenant: (a) Provide details of the covenant if not already provided by the applicant for review. (b) Would the grant of the permit applied for result in a breach of that covenant, in the opinion of the responsible authority? (c) Was notice of the application given to the owners and occupiers of the land having the benefit of that covenant?	

Aboriginal cultural heritage	
1A.9 Do you agree with the explanation provided by the applicant for review in relation to Aboriginal Cultural Heritage and the need for a Cultural Heritage Management Plan (CHMP)? If you do not agree with the applicant for review's statement, provide your assessment about the need for a CHMP.	
1A.10 Is any question of law likely to arise in the hearing of the application for review? If so, specify particulars of that question of law, including any issues relating to characterisation of the proposed use, definitions under or interpretations of the planning scheme, or existing use rights.	

PNPE2 – TABLE 2

Applications under sections 87 or 89 of the Planning and Environment Act 1987 **for cancellation or amendment of a permit (Fast Track Matter) and**

Applications under section 87A of the Planning and Environment Act 1987 **for an amendment of a permit**

Responsible authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

2.1	What is the number of the permit?	
2.2	What is the current expiry date of the permit?	
2.3	Was the permit issued at the direction of the Tribunal? If so, what is the VCAT reference?	
2.4	Provide a copy of the permit and any current endorsed plans.	
2.5	Provide a copy of any other permit which contains a condition requiring the cancellation of the subject permit.	
2.6	Provide a copy of the officer's report(s) prepared in respect of the permit application(s) which resulted in the grant or amendment of the permit and any attachments.	
2.7	Provide any other relevant background material.	
2.8	If responsible authority is the municipal council, specify the names and addresses of the current owner and occupier of the subject land as shown in municipal rate records.	
2.9	What is the name of the relevant planning scheme, the zone, and any overlay or other control applying to the subject land?	
2.10	Provide a plan in colour showing the zoning of the subject land and surrounding land.	

2.11 In the case of applications under section 89: (a) When the permit was granted, was notice of the permit application required to be given under section 52(1)(a) or (d) of theAct? (b) If so, specify the date and manner in which notice was required to be given. (c) Provide a list of the names and addresses of all persons to whom notice was given. (d) How many objections were received? Provide a list of the names and addresses of all objectors to the permit.	
2.12 Is the proposal (either as allowed by the permit or by the proposed amendment) exempt from the notice requirements or review rights under the Act? If so, specify by what provision in the planning scheme.	
2.13 In the case of application to amend a permit: (a) Specify what notice (if any) should be given to persons the responsible authority considers may have a material interest in the outcome of the application and who it considers should be given notice of the application. (b) Provide a copy of a suitable locality plan to assist the Tribunal to assess the extent of the notification suggested. Provide a list of the names and addresses of persons and/or properties nominated for notification under paragraph (a).	
2.14 Specify the name of any referral authority that may have a material interest in the outcome of the application, and an indication of the nature of the interest.	
2.15 Would any other organisation, municipal council, public authority or government department be interested in or affected by the application?	
2.16 Provide a copy of any officer's report prepared in respect of the application, together with all attachments. If officer's report is yet to be prepared, provide copy as soon as it is prepared.	

2.17	For any section 87A applications, is the matter suitable for a compulsory conference by the Tribunal or other form of ADR?	
2.18	Specify an estimate of the time required: (a) to present the responsible authority's case, including time for any witnesses (specify the number of witnesses (if any) the responsible authority intends to call);and (b) to hear the application.	
2.19	For any section 87A applications, is the matter suitable for inclusion in short case matters?	
2.20	Is any question of law likely to arise in the hearing of the application for review? If so, specify particulars of that question of law, including any issues relating to characterisation of the proposed use, definitions under or interpretations of the planning scheme, existing use rights or the like.	
2.21	Specify details of any relevant past or present Tribunal or Court proceeding.	
2.22	Are there any other issues relating to the application that the responsible authority wishes to highlight?	
2.23	Does the responsible authority consent to the application for cancellation or amendment of the permit? If so, would it agree to the Tribunal making an order on the papers if no objection is received from any other party?	

PNPE2 – TABLE 3

Applications under section 114 of the Planning and Environment Act 1987 **for an enforcement order**

Responsible authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application type.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

3.1	Provide a copy of any relevant permit and endorsed plans.	
3.2	Provide a copy of any relevant agreement made under section 173 of the Act.	
3.3	What is the name of the relevant planning scheme, the zone, and any overlay or other control applying to the subject land?	
3.4	Provide a plan in colour showing the zoning of the subject land and surrounding land.	
3.5	Provide the name and address of any person not already named in the application who should be given notice of the application because, in the responsible authority's opinion, they may be adversely affected: (a) by the enforcement order; or (b) the alleged contravention.	
3.6	Provide a copy of any officer's report, correspondence or other documents relating to the alleged contravention.	
3.7	Is the application suitable for a compulsory conference by the Tribunal or other form of ADR?	
3.8	Specify an estimate of the time required: (a) to present the responsible authority's case, including time for any witnesses (specify the number of witnesses (if any) the responsible authority intends to call);and	

(b)	to hear the application.	
3.9	Is any question of law likely to arise in the hearing of the application such as any issues relating to characterisation of use, definitions under or interpretations of the planning scheme, existing use rights or the like? If so, specify details of the question of law.	
3.10	Specify details of any relevant past or present Tribunal or Court proceeding.	
3.11	Are there any other issues relating to the application that the responsible authority wishes to highlight?	

PNPE2 – TABLE 4 (FAST TRACK MATTER)

Applications under section 149 of the Planning and Environment Act 1987 **for review of a decision of a specified body**

Responsible authorities and other decision-making bodies must provide information and documents to the Tribunal in accordance with this Table with respect to the above application type.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the responsible authority has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the responsible authority to indicate alongside any item in the Table marked that the information or reference document provided with the application is correct.

4.1	Provide a copy of the decision of the specified body in relation to the application or request and any associated correspondence.	
4.2	What is the name of the relevant planning scheme, the zone, and any overlay or other control applying to the subject land?	
4.3	Provide a plan in colour showing the zoning of the subject land and surrounding land.	
4.4	In relation to the relevant requirement which provides for the specified body's satisfaction, consent or approval: (a) specify the name of the planning scheme and the relevant clause; or (b) provide a copy of the development plan and specify the relevant provision of the plan; or (c) provide a copy of the permit and specify the relevant condition; or (d) provide a copy of the agreement made under section 173 of the Act and specify the relevant provision; or (e) provide a copy of the enforcement order and specify the relevant order.	
4.5	Provide a copy of the application or request giving rise to the disputed decision of the specified body, including any associated documents or plans.	

4.6	If the dispute involves an amendment to existing endorsed plans, a plan or other document approved under a permit condition, a development plan or the like, provide a copy of the current plan(s) that are proposed to be changed. [It is not necessary to provide all endorsed plans unless they are relevant to the dispute.]	
4.7	Provide a copy of any officer's report prepared in respect of the application or request, together with all attachments.	
4.8	Specify an estimate of the time required: (a) to present the specified body's case, including time for any witnesses (specify the number of witnesses (if any) the specified body intends to call); and (b) to hear the application.	
4.9	Is any question of law likely to arise in the hearing of the application, such as any issues relating to characterisation of use, definitions under or interpretations of the planning scheme, existing use rights or the like?	
4.10	Specify details of any relevant past or present Tribunal or Court proceeding.	
4.11	Are there any other issues relating to the application that the responsible authority wishes to highlight?	

PNPE2 – TABLE 5 (FAST TRACK MATTER)

Applications under sections 81(1)(a), 81(1)(aa) and 81(1)(b) of the Planning and Environment Act 1987 **for review of extension of time**

Responsible authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the responsible authority has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the responsible authority to indicate alongside any item in the Table that the information or reference document provided with the application is correct.

5.1	Provide a copy of the relevant permit.	
5.2	Provide a copy of any correspondence refusing to extend time.	
5.3	On what date was the request for an extension of time received? Provide a copy of the request and of any related correspondence.	
5.4	Provide a copy of any officer's report prepared in respect of the request for an extension of time, together with all its attachments.	
5.5	What is the current expiry date of the permit?	
5.6 (a) (b)	Has the permit been previously extended? If so, How many times has the permit been extended? What were the dates on which the permit was extended and the relevant expiry dates?	
5.7	What is the name of the relevant planning scheme, the zone, and any overlay or other control applying to the subject land?	
5.8	Provide a plan in colour showing the zoning of the subject land and surrounding land.	

5.9 Has there been any change to the zone, overlays or other planning controls affecting the land since the permit was first granted or (if relevant) since the permit was last extended)? If so, provide details.	
5.10 Has there been any change to planning policy or legislation since the permit was first granted that might affect the grant of a permit if a f resh application was made? If so, provide details.	
5.11 Specify an estimate of the time required: (a) to present the responsible authority's case, including time for any witnesses (specify the number of witnesses (if any) the responsible authority intends to call); and (b) to hear the application.	
5.12 Specify details of any relevant past or present Tribunal or Court proceeding.	
5.13 Are there any other issues relating to the application that the responsible authority wishes to highlight?	

PNPE2 – TABLE 6 (FAST TRACK MATTER)

Applications under section 81(2) of the Planning and Environment Act 1987 **for review of a decision to refuse to extend time under section 54A to provide information under section 54**

Responsible authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application type.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the responsible authority has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the responsible authority to indicate alongside any item in the Table that the information or reference document provided with the application is correct.

6.1	Provide a copy of the decision of the responsible authority refusing to extend time.	
6.2	Provide a copy of the permit application form.	
6.3	Provide a copy of the written notice of the responsible authority's requirement for more information under section 54 of the Act.	
6.4	Specify what requested information has been provided by the applicant, if any, and whether it is satisfactory.	
6.5	Specify the requested information that remains outstanding.	
6.6	What was the initial lapse date specified in the written notice?	
6.7	Have there been any previous extensions of time in respect of the lapse date?	
6.8	What is the current lapsedate?	
6.9	Provide a copy of the current request for an extension of time and any related correspondence.	
6.10	Provide a copy of any officer's report prepared in respect of the request for an extension of time, together with all its attachments.	

6.11	What is the name of the relevant planning scheme, the zone, and any overlay or other control applying to the subject land?	
6.12	Provide a plan in colour showing the zoning of the subject land and surrounding land.	
6.13	Specify an estimate of the time required:	
(a)	to present the responsible authority's case, including time for any witnesses (specify the number of witnesses (if any) the responsible authority intends to call); and	
(b)	to hear the application.	
6.14	Specify details of any relevant past or present Tribunal or Court proceeding.	
6.15	Are there any other issues relating to the application that the responsible authority wishes to highlight?	

PNPE2 – TABLE 7

Applications under section 78(a) and 78(b) of the Planning and Environment Act 1987
for review of requirements

Responsible authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application type.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the responsible authority has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the responsible authority to indicate alongside any item in the Table that the information or reference document provided with the application is correct.

7.1	What is the name of the relevant planning scheme, the zone, and any overlay or other control applying to the subject land?	
7.2	Specify each provision under the planning scheme pursuant to which a permit is required.	
7.3	Provide a plan in colour showing the zoning of the subject land and surrounding land.	
7.4	In the case of notice under section 52(1)(d) or section 57B of the Act, provide a copy of the requirement to give notice of the permit application together with a list of persons to be notified and a plan showing their location in relation to the land.	
7.5	What is the material detriment that the responsible authority considers the grant of the permit would cause to the persons it requires to be notified.	
7.6	In the case of more information required under section 54 of the Act, provide a copy of the notice in writing requiring the provision of more information.	
7.7	Has any of the information required been supplied?	
7.8	Provide a copy of the permit application form, all accompanying material and associated plans.	

7.9	Is the application for review suitable for a compulsory conference by the Tribunal or other form of ADR?	
7.10 (a) (b)	Specify an estimate of the time required: to present the responsible authority's case, including time for any witnesses (specify the number of witnesses (if any) the responsible authority intends to call);and to hear the application.	
7.11	Specify details of any relevant past or present Tribunal or Court proceeding.	
7.12	Are there any other issues relating to the application that the responsible authority wishes to highlight?	

PNPE2 – TABLE 8

Applications under section 149Aof the Planning and Environment Act 1987 **(Fast Track Matter) and**

Applications under section 149B of the Planning and Environment Act 1987 **for a declaration, determination or direction**

Responsible authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

8.1	What is the name of the relevant planning scheme, the zone, and any overlay or other control applying to the subject land?	
8.2	Provide a plan in colour showing the zoning of the subject land and surrounding land.	
8.3	Provide a copy of any relevant permit and identify the relevant condition.	
8.4	Provide a copy of any other relevant document such as an incorporated plan, a development plan, an agreement made under section 173 of the Act, an enforcement order or the like and identify the relevant provision of the document.	
8.5	Provide a copy of any related correspondence or officer's reports.	
8.6	If the responsible authority is not the applicant, provide details about the background to the application and any other background material.	

8.7 If the declaration, determination or direction sought in the application relates to a restrictive covenant: (a) Provide details of the covenant. (b) Has notice of any related application to the Tribunal or permit application relating to the land burdened by the restrictive covenant been given under section 52 of the Act to the owners and occupiers of the land which has or might have the benefit of that covenant? (c) If notice has been given, provide the name and address of each person to whom that notice was given and the address of the land benefited by the covenant of which that person is the owner or occupier.	
8.8 Is there any other person whose interests the responsible authority considers may be affected by the declaration, determination or direction sought in the application? If so, specify how they may be affected and provide details of their names and addresses.	
8.9 Is any question of law likely to arise in the hearing of the application (other than the question of law directly raised by the application)? If so, specify particulars of that question of law, including any issues relating to characterisation of use, definitions under or interpretations of the planning scheme, existing use rights or the like.	
8.10 Specify an estimate of the time required: (a) to present the responsible authority's case, including time for any witnesses (specify the number of witnesses (if any) the responsible authority intends to call); and to hear the application.	
8.11 Specify details of any relevant past or present Tribunal or Court proceeding.	
8.12 Are there any other issues relating to the application that the responsible authority wishes to highlight?	

PNPE2 – TABLE 9

Applications for review of decisions about licences to take and use water and for works made under the Water Act 1989

Decision-makers must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the decision-maker has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the decision-maker to indicate alongside any item in the Table that the information or reference document provided with the application is correct.

9.1	Provide a copy of any assessment of the application for the licence or works.	
9.2	Provide details of any criteria used in the determination of the maximum yearly volume of water in accordance with section 52A of the *Water Act 1989*.	
9.3	If not already provided by the applicant, provide copies of the following documents as relevant: (a) the application for the licence or works; (b) any existing licence related to the application; (c) any relevant plans; (d) any prescribed or required information under the *Water Act 1989*; and (e) any other documents supplied by the applicant in support of the application for the licence or works.	
9.4	Provide particulars of any notice given under section 49 of the *Water Act 1989*.	
9.5	Provide copies of submissions received as a consequence of notice that was given under section 49 of the *Water Act 1989*.	
9.6	Provide the name and the address of any body to whom a copy of the application was given under section 51B of the *Water Act 1989*.	

9.7	A copy of any response received from a body under section 51C of the *Water Act 1989*.	
9.8	Is the application suitable for a compulsory conference by the Tribunal or other form of ADR?	
9.9	Hearing details:	
(a)	Provide an estimate of the time required to present the decision-making body's case, including time for any witnesses; and	
(b)	Indicate the number of expert and lay witnesses the decision-making body intends to call, including the area of expertise and/or subject matter to be covered in the witness statement.	
9.10	Is any question of law likely to arise in the hearing of the application? If so, specify details of the question of law.	
9.11	Specify details of any relevant past or present Tribunal proceeding.	
9.12	Are there any other issues relating to the application that the decision-making body wishes to highlight?	

PNPE2 – TABLE 10

Applications for review of fees and tariffs under sections 266(4) and 271(3) of the Water Act 1989

Decision-makers must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the decision-maker has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the decision-maker to indicate alongside any item in the Table that the information or reference document provided with the application is correct.

10.1	Provide a copy of any report of prepared in response to objections received by the authority about the fee or tariff, together with all attachments.	
10.2	Provide a full copy of the background documents relating to the service(s) to be provided and the application of the fee or tariff, including:	
(a)	details of the particular service(s) and any associated works to which the fee or tariff applies;	
(b)	details of the authority's determination of the costs and payments required under Part 13, Division 6 of the *Water Act 1989* in providing the service(s);	
(c)	how the authority has determined the payment to be fair and reasonable in accord with section 268(3) or any other related requirement under the *Water Act 1989*;	
(d)	details of any assessment of the benefit to the property or properties in accord with section 268(1) of the *Water Act 1989;*	
(e)	a copy of notice(s) given under Part 13, Division 6 of the *Water Act 1989*; and	
(f)	any other documents relevant to the provision of the service(s), the required payment(s) or the application made to the Tribunal.	

10.3	Is the application suitable for a compulsory conference by the Tribunal or other form of ADR?	
10.4	Hearing details:	
(a)	Provide an estimate of the time required to present the authority's case, including time for any witnesses;	
(b)	Indicate the number of expert and lay witnesses the decision-making body intends to call, including the area of expertise and/or subject matter to be covered in the witness statement.	
10.5	Is any question of law likely to arise in the hearing of the application? If so, specify details of the question of law.	
10.6	Specify details of any relevant past or present Tribunal or Court proceeding.	
10.7	Are there any other issues relating to the application that the authority wishes to highlight?	

PNPE2 – TABLE 11

Applications under section 305A of the Water Act 1989 **for a declaration**

Authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application type.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

11.1	What are the sections of the Act that the authority considers are relevant to the application.	
11.2	If the authority is not the applicant, provide details about the background to the application.	
11.3	Provide a copy of: (a) any relevant licence application(s), licence(s) issued and any condition(s) relevant to the declaration application; (b) any relevant documents, policies, guidelines or agreements made or referred to by the authority in the matter(s) which are the subject of the application and a reference to the relevant provision of such documents; (c) any related correspondence or officer's reports; (d) any other relevant background material.	
11.4	Is there any other person whose interests the authority considers may be affected by the declaration sought in the application? If so, specify how they may be affected and provide details of their names and addresses.	
11.5	Is the application suitable for a compulsory conference by the Tribunal or other form of ADR?	

11.6 Specify an estimate of the time required: (a) to present the authority's case, including time for any witnesses (specify the number of witnesses (if any) the responsible authority intends to call); and (b) to hear the application.	
11.7 Is any question of law likely to arise in the hearing of the application (other than the question of law directly raised by the application)? If so, specify details of the question of law.	
11.8 Specify details of any relevant past or present Tribunal or Court proceeding.	
11.9 Are there any other issues relating to the application that the authority wishes to highlight?	

PNPE2 – TABLE 12

Applications for review under the Environmental Protection Act 2017

Decision-makers must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the decision-maker has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the decision-maker to indicate alongside any item in the Table that the information or reference document provided with the application is correct.

12.1	If not included in the application material, provide a copy of any report prepared by an officer of the Environment Protection Authority, delegated agency or litter authority in support of the decision made by the Authority, together with all attachments.	
12.2	If it has not been provided in the application material, provide a copy of any relevant licence, works approval, abatement notice, direction or similar document that is relevant to the application.	
12.3	If this is an application for a review about a works approval or licence, provide a copy of the application documents, including: (a) the application form; (b) relevant plans; (c) documents supplied by the applicant in support of the application or requested by the authority.	
12.4	If this is an application for review about a works approval or licence provide details of notice that was given about the application to other agencies and to other persons.	
12.5	Provide a list of submissions received as a consequence of the notice detailed in item 12.4.	

12.6	Is the application suitable for a compulsory conference by the Tribunal or other form of ADR?	
12.7	Hearing details:	
(a)	Provide an estimate of the time required to present the authority's case, including time for any witnesses; and	
(b)	Indicate the number of expert and lay witnesses the authority intends to call, including the area of expertise and/or subject matter to be covered in the witness statement.	
12.8	Is any question of law likely to arise in the hearing of the application? If so, specify details of the question of law.	
12.9	Specify details of any relevant past Tribunal proceeding, or any related planning permit application, planning scheme amendment or Environment Effects Statement.	
12.10	Are there any other issues relating to the application that the authority wishes to highlight?	

PNPE2 – TABLE 13

Applications under section 40 of the Subdivision Act 1988 **for review**

Decision-makers must provide information and documents to the Tribunal in accordance with this Table with respect to the above application type.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the decision-maker has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the decision-maker to indicate alongside any item in the Table that the information or reference document provided with the application is correct.

13.1	Having regard to the types of matters set out in section 40 of the *Subdivision Act 1988*, what is the type of decision that is the subject of this application for review?	
13.2	Under what provision of the *Subdivision Act 1988* was the decision made that is the subject of this application for review?	
13.3	Provide a copy of the relevant decision of the council or referral authority being reviewed.	
13.4	Provide a copy of any report of an officer of the council or referral authority prepared in respect of the application, together with all attachments.	
13.5	Provide a copy of any relevant plan, permit or the like.	
13.6	Provide a full copy of any relevant application documents, including: (a) the application; (b) any relevant plans; (c) any other documents supplied by the applicant in support of the application.	
13.7	Provide particulars of any notice required or given in relation to the application.	
13.8	Provide copies of any submissions or objections received as a consequence of such notice.	

13.9 Is there any related planning permit, planning permit application, section 173 agreement, or planning scheme amendment relevant to the Tribunal's consideration of the application for review? If so, specify details.	
13.10 Is the application suitable for a compulsory conference by the Tribunal or other form of ADR?	
13.11 Specify an estimate of the time required: (a) to present the council or referral authority's case, including time for any witnesses (specify the number of witnesses (if any) the council or referral authority intends to call); and (b) to hear the application.	
13.12 Is any question of law likely to arise in the hearing of the application? If so, specify details of the question of law.	
13.13 Specify details of any relevant past or present Tribunal or Court proceeding.	
13.14 Are there any other issues relating to the application that the council or referral authority wishes to highlight?	

PNPE2 – TABLE 14

Applications under section 41 of the Subdivision Act 1988 **for a declaration**

Authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application type.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

14.1	If the council is not the applicant, provide details about the background to the application.	
14.2	Provide a copy of any report of an officer of the council relating to the matter, together with all attachments.	
14.3	Provide a copy of any relevant plan, permit, application or the like.	
14.4	Provide a copy of any relevant correspondence or other background material	
14.5	Is there any other person whose interests the council considers may be affected by the declaration sought in the application? If so, specify how they may be affected and provide details of their names and addresses.	
14.5	If the application suitable for a compulsory conference by the Tribunal or other form of ADR?	
14.7	Specify an estimate of the time required: (a) to present the council's case, including time for any witnesses (specify the number of witnesses (if any) the council intends to call); and (b) to hear the application.	
14.8	Is any question of law likely to arise in the hearing of the application (other than the question of law directly raised by the application)? If so, specify details of the question of law.	

14.9	Specify details of any relevant past or present Tribunal or Court proceeding.	
14.10	Are there any other issues relating to the application that the council wishes to highlight?	

PNPE2 – TABLE 15

Applications under sections 185 or 185AA of the Local Government Act 1989
for review or declaration

Decision-making bodies and authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

If the responsible authority has been served with a copy of the application and accompanying reference documents, it will be a sufficient response to particular items in Practice Note PNPE2 for the responsible authority to indicate alongside any item in the Table that the information or reference document provided with the application is correct.

15.1	Provide a full copy of the background documents relating to the special rate or special charge, including:	
(a)	details of the particular works or services to which the special rate or special charge applies (eg construction of a particular road or roads, provision of particular drainage or utility services, etc);	
(b)	a copy of the public notice given under section 163 of the *Local Government Act 1989*;	
(c)	details of the council's determination under section 163(2) of the *Local Government Act 1989* (i.e. the total amount of the special rate or special charge to be levied, and the criteria to be used as the basis for declaring the special rate or special charge);	
(d)	details of any relevant assessment under sections 163(2A) and (2B) of the *Local Government Act 1989*, including any assessment of community benefits;	
(e)	a copy of the declaration of the special rate or special charge, including all of the information required to be specified in the declaration under section 163(3) of the *Local Government Act 1989*, including (but not limited to) details of the land in relation to which the special rate or special charge is declared, and the manner in which the special rate or special charge has been assessed, apportioned and levied in relation to the owners and/or occupiers of that land; and	

(f)	any other documents relevant to the special rate or special charge, or the application to the Tribunal.	
15.2	Provide copies of any submissions or objections received as a consequence of the public notice given under section 163 of the *Local Government Act 1989*.	
15.3	Where relevant, specify details of any relevant policy or specific objective in a planning scheme for the area. This information must be supplied where an applicant for review has raised a possible ground of review under section 185(2)(b)(iii) or (iv) of the *Local Government Act 1989*.	
15.4	If not otherwise included in the material under 15.1, provide a copy of any report of an officer of the council or its delegate prepared in respect of the special rates or special charge, together with all attachments.	
15.5	Specify an estimate of the time required:	
(a)	to present the responsible authority's case, including time for any witnesses (specify the number of witnesses (if any) the responsible authority intends to call);and	
(b)	to hear the application.	
15.6	Is any question of law likely to arise in the hearing of the application (other than the question of law directly raised by the application in the case of an application for declaration)? If so, specify details of the question of law.	
15.7	Specify details of any previous or other relevant Tribunal proceeding.	
15.8	Are there any other issues relating to the application that the council wishes to highlight?	

PNPE2 – TABLE 16

Applications for review under Part 8 of the Aboriginal Heritage Act 2006

Decision-making bodies and authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the above application types. The decision-maker may be a Registered Aboriginal Party, the Secretary of the Department of Premier & Cabinet or the relevant Minister.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item.

16.1	In all cases:	
(a)	Provide a copy of the decision made by the decision-maker.	
(b)	Provide a statement of reasons for the decision. A statement of reasons must tell the Tribunal why the decision was made, including any facts or circumstances that the decision-maker considered and any evidence, reference material or other documents or information that the decision-maker relied on or referred to when making the decision.	
16.2	If the decision was not made by a Registered Aboriginal Party:	
(a)	Specify the name and contact details of any Registered Aboriginal Party that is required to be a party under sections 117, 122 or 127 of the *Aboriginal Heritage Act 2006*.	
(b)	Provide a copy of any objection or submission made by a Registered Aboriginal Party or other relevant person in relation to the application or decision.	
16.3	In the case of an application under section 116 of the *Aboriginal Heritage Act 2006*, provide a copy of any application for approval of the cultural heritage management plan, including any plans or other documents supplied by the sponsor.	

16.4 In the case of an application under section 121 of the *Aboriginal Heritage Act 2006*: (a) Provide a copy of the application for the cultural heritage permit, including any plans or other documents supplied by the applicant for the permit. (b) In the case of a review of conditions imposed on a cultural heritage permit, provide a copy of the permit.	
16.5 In the case of an application under section 126 of the *Aboriginal Heritage Act 2006*, provide a copy of any interim protection declaration, ongoing protection declaration or previous protection declaration.	
16.6 Provide any additional background information relevant to the matters the Tribunal must consider under sections 119, 120, 124 or 129 of the *Aboriginal Heritage Act 2006*.	
16.7 Is the application suitable for a compulsory conference by the Tribunal or other form of ADR?	
16.8 Hearing details: (a) Provide an estimate of the time required to present the decision-maker's case, including time for any witnesses; and (b) Indicate the number of expert and lay witnesses the decision-making body intends to call, including the area of expertise and/or subject matter to be covered in the witness statement.	
16.9 Is any question of law likely to arise in the hearing of the application? If so, specify details of the question of law.	
16.10 Specify details of any previous or other relevant Tribunal proceeding.	
16.11 Are there any other issues relating to the application that the decision-maker wishes to highlight?	

PNPE2 – TABLE 17

Applications under any other planning, environment or resources act

Authorities must provide information and documents to the Tribunal in accordance with this Table with respect to the relevant application type.

The information must be provided using this Table. Documents attached to the response must be numbered to accord with the number of the item in the Table to which they relate. A response must be provided for each item. If the application to the Tribunal is not review of a decision by the authority, please mark "N/A" where necessary.

17.1	If not included in the application materials provide a copy of the relevant decision made by the decision-maker.	
17.2	Provide a statement of reasons for the decision. Include findings or conclusions on material questions of fact relied on in making the decision, and supporting material, evidence or other material on which the findings or conclusions were based.	
17.3	Tell us the name of the act and the section of the act under which this decision was made.	
17.4	If relevant, tell us the planning scheme and the planning controls that apply to the subject land.	
17.5	If not provided in response to items 17.1 and 17.2, provide a copy of any other relevant documents or information, for example: (a) in the case of a review of an application for an authorisation, permission, licence or other statutory approval, provide the application form; or the notice or other administrative document that sets out the decision which is the subject of the application for review; (b) any authorisation, permission, licence or other statutory approval, which is relevant to the application for review; (c) plans or description of the use or development activities relevant to the decision under review; (d) any prescribed or required information provided by the applicant or required to be considered by the decision-maker under the relevant act;	

(e)	a plan or aerial photograph in colour showing the subject land and surrounding land.	
17.6	Provide details of any other person or agency that may have an interest in the decision that is the subject of the review application.	
17.7	Is the application suitable for a compulsory conference by the Tribunal or other form of ADR?	
17.8	Hearing details: (a) Provide an estimate of the time required to present the decision-maker's case, including time for any witnesses; and (b) Indicate the number of expert and lay witnesses the decision-maker intends to call, including the area of expertise and/or subject matter to be covered in the witness statement.	
17.9	Is any question of law likely to arise in the hearing of the application? If so, specify details of the question of law.	
17.10	Specify details of any relevant past or present Tribunal or Court proceeding.	
17.11	Are there any other issues relating to the application that the decision-maker wishes to highlight?	