

Maddocks Delegations and Authorisations

***S14. Instrument of Delegation by CEO for VicSmart Applications under  
the Planning and Environment Act 1987***

**Stonnington City Council**

**Instrument of Delegation**

**by**

**the Chief Executive Officer**

# Instrument of Delegation by CEO for VicSmart Applications under the *Planning and Environment Act 1987*

In exercise of the power conferred by section 47(2) of the *Local Government Act 2020* and section 188 of the *Planning and Environment Act 1987*, I, as Chief Executive Officer of Stonnington City Council and the responsible authority for the administration and enforcement of the Stonnington Planning Scheme as set out in clause 72.01 of that scheme, by this instrument of delegation:

1. delegate each duty and/or function and/or power respectively described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position respectively described in column 3 of the Schedule;
2. record that a reference in the Schedule to:

Abbreviation	means	Title
CoordStatP	means	Coordinator Statutory Planning
DPP	means	Director Planning and Place
FTP	means	Fast Track Planner
MSP	means	Manager Statutory Planning
PAC	means	Planning Appeals Coordinator
PISptTL	means	Planning Support Team Leader
PM	means	Place Manager
PP	means	Principal Planner
PSO	means	Planning Support Officer
SO	means	Subdivisions Officer
StatP	means	Statutory Planners(s)
SStatP	means	Senior Statutory Planner

3. declare that this Instrument of Delegation:
  - 3.1 revokes the delegation issued on 24 July 2020;
  - 3.2 comes into force immediately upon its execution;
  - 3.3 remains in force until varied or revoked;
  - 3.4 is subject to any conditions and limitations set out in paragraph 4, and in the Schedule; and
4. declare that the delegate must not determine the issue, take the action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 188 *Planning and Environment Act 1987* or otherwise.

This Instrument of Delegation is dated **Friday 19 November 2021** and is made by the Chief Executive Officer.



**Jacqui Weatherill**  
**Chief Executive Officer**  
**in the presence of:**

Vanessa Davis



**Witness**

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**SCHEDULE**

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.50(4)	Duty to amend an application.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.50(5)	Power to refuse to amend an application.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.50(6)	Duty to make a note of an amendment to an application in the register.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.50A(1)	Power to make an amendment to an application.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.50A(3)	Power to require an applicant to notify the owner and make a declaration that notice has been given.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.50A(4)	Duty to note an amendment to an application in the register.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.51	Duty to make a copy of every application and the prescribed (*) information supplied in respect of the application available in accordance with the public availability requirements.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	(*) "Prescribed" means in accordance with the relevant Regulations.
s.52(1)(ca)	Duty to give notice of the application to the owners and occupiers of land benefited by a registered restrictive covenant if anything authorised by the permit may result in breach of covenant.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	Notice requirements under section 52(1) (a), (b), (c) and (d) are exempt. Other notice requirements apply.
s.52(1)(cb)	Duty to give notice of the application to the owners and occupiers of land benefited by a registered restrictive covenant if the application is to remove or vary the covenant.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	Notice requirements under section 52(1) (a), (b), (c) and (d) are exempt. Other notice requirements apply.
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.52(3)	Power to give any further notice of an application where appropriate.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	



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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	Notice requirements under section 52(1) (a), (b), (c) and (d) are exempt. Other notice requirements apply.
s.53(1A)	Power to require the applicant to give the notice under section 52(1AA).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.54(1)	Power to require the applicant to provide more information.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	Note: delegates cannot require an applicant to provide more information than what is listed in schs 59 to 59.16 of the planning scheme.
s.54(1A)	Duty to give notice in writing of information required under section 54(1).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	Note: delegates cannot require an applicant to provide more information than what is listed in schs 59 to 59.16 of the planning scheme
s.54(1B)	Duty to specify the lapse date for an application.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.54A(3)	Power to decide to extend time or refuse to extend time to give required information.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	



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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.54A(4)	Duty to give written notice of a decision to extend or refuse to extend time under section 54A (3).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.57(2A)	Power to reject objections considered made primarily for the commercial advantage for the objector.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.57(3)	Function of receiving the name and address of persons to whom a notice of decision is to be sent.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.57(5)	Duty to make a copy of every objection available in accordance with the public availability requirements.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.57A(4)	Duty to amend an application in accordance with the applicant's request, subject to section 57A (5).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.57A(5)	Power to refuse to amend an application.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	





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s.57A(6)	Duty to note amendments to an application in the register.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.57B(1)	Duty to determine whether and to whom notice should be given.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.57B(2)	Duty to consider certain matters in determining whether notice should be given.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.57C(1)	Duty to give copy of an amended application to the referral authority.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.58	Duty to consider every application for a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.58A	Power to request advice from the Planning Application Committee.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	

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s.59(1)	Power to decide an application without delay.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	stonningtonsat
s.60(1)(a)	Duty to consider the relevant planning scheme.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	Note: VicSmart applications are exempt from the requirements of section 60(1) (b), (c), (e) and (f).
s.60(1)(d)	Duty to consider any decision and comments of a referral authority which has been received.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	Note: VicSmart applications are exempt from the requirements of section 60(1) (b), (c), (e) and (f).
s.60(1A)(i)	Power to consider any agreement made pursuant to section 173.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	Note: VicSmart applications are exempt from the requirements of section 60(1A) (b) – (h) and (j).
s.60(1B)	Duty to consider the number of objectors in considering whether use or development may have significant social effect.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.61(1)	Power to determine a permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> .



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s.61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to the granting of a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the granting of a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.61(3)(a)	Duty not to decide to grant a permit to use marine and coastal Crown land without the Minister's consent.	Not applicable.	
s.61(3)(b)	Duty to refuse to grant the permit without the Minister's consent.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.61(4)	Duty to refuse to grant the permit if the granting of a permit would authorise a breach of a registered restrictive covenant.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.62(1)	Duty to include certain conditions in deciding to grant a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.62(2)	Power to include other conditions.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	



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s.62(4)	Duty to ensure that conditions are consistent with sections (a), (b) and (c).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with a section 173 agreement.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with sections 46N(1), 46GV(7) or 62(5).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	

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s.63	Duty to issue the permit where a decision is made in favour of the application (if no one has objected).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.64(5)	Duty to give each objector a copy of an exempt decision.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	Note: VicSmart applications are exempt from the requirements of section 64(1), (2) and (3). This provision applies also to a decision to grant an amendment to a permit - see section 75.
s.64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	This provision applies also to a decision to grant an amendment to a permit - see section 75A.
s.65(1)	Duty to give notice of refusal to grant permit to an applicant and any person who objected under section 57.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.66(1)	Duty to give notice under section 64 or section 65 and a copy of the permit to relevant determining referral authorities.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.66(2) & (3)	Duty to give a recommending referral authority notice of its decision to grant a permit in the specified circumstances, and include any conditions to which the permit will be subject.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority.



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s.66(4) & (5)	Duty to give a recommending referral authority notice of its decision to refuse to grant a permit in the circumstances specified and include the information required under section 66(5).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit.
s.66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend that a condition be included on the permit.
s.69(1)	Function of receiving an application for an extension of time of a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.69(1A)	Function of receiving an application for an extension of time to complete a development.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.69(2)	Power to extend the time within which the use or development or any stage of it is to be started or the development of any stage of it is to be completed or within which a plan under the <i>Subdivision Act</i> 1988 is to be certified.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.70	Duty to make a copy of a every permit available in accordance with the public availability requirements.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	



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s.71(1)	Power to correct certain mistakes.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.71(2)	Duty to note corrections in the register.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.73	Power to decide to grant an amendment subject to conditions.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.74	Duty to issue an amended permit to the applicant if there are no objectors.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.76	Duty to give the applicant and objectors notice of a decision to refuse to grant amendment to a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.76A(1)	Duty to give the relevant determining referral authorities a copy of an amended permit and a copy of the notice.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	



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s.76A(2) & (3)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit in the circumstances specified and include any conditions to which the permit will be subject.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority.
s.76A(4) & (5)	Duty to give a recommending referral authority notice of its decision to refuse to grant an amendment to a permit in the circumstances specified, and include the information required under section 76A(5).	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit.
s.76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under sections 64 or 76.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit.
s.76D	Duty to comply with a direction of the Minister to issue an amended permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.83	Function of being a respondent to an appeal.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	





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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.83B	Duty to give or publish notice of an application for a review.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.84(1)	Power to decide on an application at any time after an appeal is lodged against a failure to grant a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.84(3)	Duty to tell the principal registrar of a decision to grant a permit after an application is made for a review of its failure to grant a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.84(6)	Duty to issue a permit on receipt of advice.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.84AB	Power to agree to confining a review by the VCAT.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	



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s.86	Duty to issue a permit at order of the VCAT.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.87(3)	Power to apply to VCAT for the cancellation or amendment of a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.90(1)	Function of being heard at a hearing of a request for cancellation or amendment of a permit.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.91(2)	Duty to comply with the directions of VCAT.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.91(2A)	Duty to issue an amended permit to the owner if VCAT so directs.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
s.92	Duty to give notice of cancellation/amendment of a permit by VCAT to persons entitled to be heard under section 90.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.93(2)	Duty to give notice of a VCAT order to stop development.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	



<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r.21	Power of the responsible authority to require a permit applicant to verify information in an application for a permit or to amend a permit or any information provided under section 54 of the Act.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r.19	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	
r.21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under regulation19 or 20.	DPP, MSP, CoordStatP, PAC, PP, SStatP, PM, PISptTI, PSO, SO, FTP and StatP.	

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