

23. AMENDMENT TO PLANS PRIOR TO DEPOSIT

23.1 AMENDMENT TO DIVISION OR COMMUNITY PLANS PRIOR TO DEPOSIT

- 23.1.1 A Division or Community Plan that has not been deposited can be amended. Only changes that are classified as Material differences require consents before they can be amended. See Table 2.5 DAC Decision Table for Material and Non Material differences
- 23.1.2 Changes constituting a material difference require the DAC to be updated.
- 23.1.3 A letter requesting the release of the plan for amendment is required.
- 23.1.4 The following table sets out the consents required in the letter to release Division and Community plans for amendment

Type of amendment	Party required to Consent			
	Plan is unapproved		Plan is approved	
	No application lodged	Application lodged	No application lodged	Application lodged
Material difference	EPL - NIL	C	B	C
	Manual - A			

LEGEND	
A	Certifying Surveyor or plan drafter's representative
B	Certifying Surveyor or plan drafter's representative The request must include a statement that the Applicant(s) have consented to the amendments
C	Certifying Surveyor or plan drafter's representative Lodging party of the Application and The request must include a statement that the Applicant(s) and all affected parties have consented to the amendments

Letter requirements:

- Should be on the letterhead of the consenting party's company or firm, and must be signed
- The consent letter must be an original (not faxed) or the consents letter can be scanned in colour, saved as a PDF and attached to an e-mail.
- Include authorisation for release of DAC if applicable

23.2 Amending a Filed Plan Approved for Data Prior to Acceptance for Filing

23.2.1 A filed plan that has not been accepted for filing can be amended.

To temporarily withdraw the approved Filed Plan for amendment the lodging party must provide the Registrar-General with a written request.

Letter requirements:

- Should be on the letterhead of the lodging party's company or firm, and must be signed
- The consent letter must be an original (not faxed) or the consents letter can be scanned in colour, saved as a PDF and attached to an e-mail.
- The request must include a statement that the Applicant(s) and all affected parties have consented to the amendments