

## How to address your emails and name your documents in Planning disputes and Environment & Resources disputes

### Planning and Environment Division FACT SHEET

Version 1.0 – issued 13 October 2020

We have identified the most commonly used correspondence types and document types. To the extent appropriate, use the table below as a guide on how to **address your emails to VCAT** and **what to name your documents**. This will help us process your application and correspondence faster as we continue to process cases in PED in a digital environment. Note the examples provided in the table below are not intended to be an exhaustive list.

**For example:** When submitting evidence for a main hearing, the email subject line should be “PXXXX/XXXX MH Evidence”. The attachments within the email relating to your evidence should be named according to the relevant document type, such as: “MH Evidence Expert”, “MH Evidence Lay”, “MH Reply Evidence Lay” etc.

| <b>CORRESPONDENCE TYPE / DOCUMENT TYPE</b><br><br><i>Use this column to name documents as practical to do so</i> | <b>EMAIL SUBJECT LINE</b><br><br><i>Where you have more than one document type, adjust the email subject line as appropriate</i> | <b>GLOSSARY</b>  |
|--|--|--|
| Acoustic Assessment  | PXXXX/XXXX Acoustic Assessment   | A report that assesses the noise environment either affecting a proposed development or affected by a development. |
| Additional Hearing Request   | PXXXX/XXXX Additional Hearing Request  | A request for an additional hearing.   |
| Adjournment Request  | PXXXX/XXXX Adjournment Request   | A request to reschedule a hearing.   |
| Advertising Material   | PXXXX/XXXX Advertising Material  | Documents relating to advertising of an application by the responsible authority.                                  |
| Advertising Notice   | PXXXX/XXXX Advertising Notice  | The notice advertising an application by the responsible authority.  |
| Advertising Notice Fees  | PXXXX/XXXX Advertising Fees  | Documents about advertising notice fees.   |
| A-G Intervenor Costs Requests  | PXXXX/XXXX A-G Intervenor Costs Request  | Request by a party for costs to be paid by the State of Victoria where the intervenor was the Attorney-General.    |
| A-G Intervention Requests  | PXXXX/XXXX A-G Intervenor Request  | Request by the Attorney-General to intervene in a proceeding.  |

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|---|---|--|
| Agreed Facts  | PXXXX/XXXX Agreed Facts   | A statement setting out the facts that are agreed and not agreed by the parties.   |
| Amended Applications  | PXXXX/XXXX Amended Application  | An application by a party to amend the application or permit application pursuant to VCAT Practice Note 9 – Amendment of Planning Permit Applications and Plans. |
| Amended Statement of Grounds  | PXXXX/XXXX Amended Statement of Grounds   | Amended Statement of Grounds filed by a party who has previously filed a statement of grounds in a proceeding.   |
| Application   | PXXXX/XXXX Application  | A request to VCAT that sets out the relief sought in a dispute.  |
| Application Attachment  | PXXXX/XXXX Application Attachment   | Attachments to an application filed in VCAT. [ <b>Only to be used only where no specific document name is available</b> ].                                       |
| Application form  | PXXXX/XXXX Application form   | The form which sets out any Application filed in VCAT.   |
| Application plans   | PXXXX/XXXX Application Plans  | The plans of a proposal filed in support on an Application.  |
| Approval Extension of Time  | PXXXX/XXXX Approval Extension of Time   | Evidence that the relevant authority has approved an extension of time to the expiry date of a permit or approval.   |
| Arborist Report   | PXXXX/XXXX Arborist Report  | A report prepared by an arborist about the health, vigour, amenity value and life expectancy of a tree and other vegetation on a site.                           |
| Authority Joint Applicants  | PXXXX/XXXX Authority to Represent Joint Applicants  | The signed permissions of all joint applicants who agree to be represented by a lead joint applicant (spokesperson) at a   |

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|--|---|--|
|  |   | hearing. This must be filed as supporting material for all joint applications.   |
| Bushfire Hazard Landscape Assessment   | PXXXX/XXXX Bushfire Hazard Landscape Assessment   | A Bushfire Hazard Landscape Assessment demonstrates the way an application meets the relevant requirements of a planning scheme.   |
| Bushfire Hazard Site Assessment  | PXXXX/XXXX Bushfire Hazard Site Assessment  | A Bushfire Hazard Site Assessment demonstrates the way an application meets the relevant requirements of a planning scheme.  |
| Bushfire Management Statement  | PXXXX/XXXX Bushfire Management Statement  | A Bushfire Management Statement demonstrates the way an application meets the relevant requirements of a planning scheme.  |
| Calculation of Elapsed Days  | PXXXX/XXXX Calculation of Elapsed Days  | A document filed with an application pursuant to section 79 of the <i>Planning and Environment Act 1987 (Vic)</i> to assess if the responsible authority has failed to make a decision within the statutory time period. |
| CC Evidence  | PXXXX/XXXX CC Evidence  | Evidence filed and relied upon by a party at a compulsory conference.  |
| CC Evidence Expert   | PXXXX/XXXX CC Evidence Expert   | Expert evidence filed and relied upon by a party at a compulsory conference.   |
| CC Evidence Lay  | PXXXX/XXXX CC Evidence Lay  | Lay evidence filed and relied upon by a party at a compulsory conference.  |
| CC Hearing   | PXXXX/XXXX CC Hearings  | Documents tendered at a compulsory conference.   |

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| CC Member Exclusion Requests   | PXXXX/XXXX Compulsory Conference Member Exclusion Request  | Request by a party for a compulsory conference member to take no further part in a hearing.  |
| CC Post-Hearing  | PXXXX/XXXX CC Post-Hearing   | Documents tendered after a compulsory conference pursuant to an Order.   |
| CC Pre-filing Material   | PXXXX/XXXXX CC Pre-filing Material   | Documents filed in advance of a compulsory conference.   |
| CC Reply Evidence Expert   | PXXXX/XXXX CC Reply Evidence Expert  | Reply expert evidence filed and relied upon by a party at a compulsory conference.   |
| CC Reply Evidence Lay  | PXXXX/XXXX CC Reply Evidence Lay   | Reply lay evidence filed and relied upon by a party at a compulsory conference.  |
| CC Submissions   | PXXXX/XXXX CC Submissions  | Submissions filed and relied upon by a party at a compulsory conference.   |
| CC Submission Reply  | PXXXX/XXXX CC Submissions in Reply   | Submissions relied upon by a party in reply to another party's submissions in response.  |
| CC Submissions Response  | PXXXX/XXXX CC Submissions in Response  | Submissions relied upon by a party in response to another party's submissions.   |
| Certificate of Environmental Audit   | PXXXX/XXXX Certificate of Environmental Audit  | A certificate issued for a property where following an audit an environmental auditor believes the environmental condition of the land is suitable for any beneficial use. |
| Certificate of Title   | PXXXX/XXXX Certificate of Title  | A title search of a property issued by Registrar of Titles that is a record of interests and rights affecting land.  |
| Change of Party Details  | PXXXX/XXXX Change of Party   | A request by a party to amend its details on the VCAT record.  |

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| CHMP   | PXXXX/XXXX CHMP  | A cultural heritage management plan ( <b>CHMP</b> ) is a report prepared by a suitably qualified person which includes an assessment of the potential impact of a proposed activity on Aboriginal cultural heritage. It outlines measures to be taken, before, during and after an activity in order to manage and protect Aboriginal cultural heritage in the activity area. |
| Clause 54 Assessment   | PXXXX/XXXX Clause 54 Assessment  | ResCode assessment under Clause 54 of the planning scheme.  |
| Clause 55 Assessment   | PXXXX/XXXX Clause 55 Assessment  | ResCode assessment under Clause 55 of the planning scheme.  |
| Clause 58 Assessment   | PXXXX/XXXX Clause 58 Assessment  | Better Apartments Design Standards Response assessment under Clause 58 of the planning scheme.  |
| Closed Court Requests  | PXXXX/XXXX Closed Court Request  | An application by a party to impose a closed court order.   |
| Complaints / Feedback  | PXXXX/XXXX Feedback  | Correspondence to VCAT that does not relate to the merits of a proceeding.  |
| Conclave Material  | PXXXX/XXXX Conclave Material   | Documents produced from an expert conference or conclave.   |
| Conduct of Proceedings   | PXXXX/XXXX Conduct of Proceedings  | Requests relating to the future conduct of proceedings.   |
| Consent Order Request  | PXXXX/XXXX Consent Order Request   | A request by a party for a consent order.   |
| Consent Extension Time to Commence   | PXXXX/XXXX Consent Extension Time to Commence Proceeding   | Consent by a party to abridge or extend time to commence a proceeding.  |

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| Consolidate Applications Requests  | PXXXX/XXXX Consolidate Applications Request  | A request to consolidate two or more applications in one proceeding.  |
| Correction Order Request   | PXXXX/XXXX Correction Order Request  | Correspondence about a request to correct an Order.   |
| Costs Application  | PXXXX/XXXX Costs Application   | An application for costs against a person.  |
| Council Documents  | PXXXX/XXXX Council Documents   | Official documents prepared by a responsible authority (often a local Council) such as the Council Agenda and Council Minutes for an application. |
| Court Requests   | PXXXX/XXXX Court Requests  | Referral of a matter that is the subject of a relevant application to the Supreme Court of Victoria.  |
| Cover letter   | PXXXX/XXXX Cover Letter  | Cover Letter filed by a party with attachments.   |
| Cross Costs Application  | PXXXX/XXXX Cross Costs Application   | A counter application for costs against a person.   |
| Cumulative Impact Assessment   | PXXXX/XXXX Cumulative Impact Assessment  | An assessment that considers the positive and negative impacts that can result from clustering a particular land use or type of land use.         |
| Decision to be reviewed  | PXXXX/XXXX Decision to be reviewed   | A decision under review by VCAT.  |
| Declaration Request  | PXXXX/XXXX Declaration Request   | A request by a person for VCAT to make a declaration.   |
| Development Plan   | PXXXX/XXXX Development Plan  | A development plan that guides future use and development.  |
| Documents for Hearing  | PXXXX/XXXX Documents for Hearing   | A document for hearing that does not have a specific naming convention.   |

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|--|--|---|
| Ecological / Biodiversity Assessment   | PXXXX/XXXX Ecological / Biodiversity Assessment  | An ecological and / or biological assessment that considers impacts from land use and development.  |
| Economic Impact Assessment   | PXXXX/XXXX Economic Impact Assessment  | An economic impact assessment that considers impacts from land use and development.                 |
| Endorsed Plans   | PXXXX/XXXX Endorsed Plans  | Plans associated with a proposal that have been endorsed by a relevant authority or decision maker. |
| Environmental Approval   | PXXXX/XXXX Environmental Approval  | An approval or permission issued under environmental legislation.                                   |
| ESD Report   | PXXXX/XXXX ESD Report  | An environmentally sustainable design report of a proposed design against relevant criteria.        |
| Evidence Expert Reports  | PXXXX/XXXX Expert Evidence   | A report or witness statement prepared by an expert giving evidence at a hearing.                   |
| Evidence Lay Reports   | PXXXX/XXXX Lay Evidence Reports  | A report or witness statement prepared by a lay person giving evidence at a hearing.                |
| Exhibits   | PXXXX/XXXX Exhibits  | Documents tendered by a party at a hearing.   |
| Extension of Time Request  | PXXXX/XXXX Extension of Time Request   | Application to abridge or extend time to commence a proceeding.                                     |
| Fees   | PXXXX/XXXX Fees  | Correspondence or documents about fees or payment associated a proceeding.                          |
| File Inspection Request  | PXXXX/XXXX File Inspection Request   | A request to inspect a VCAT file.   |

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|--|--|--|
| Flooding Assessment  | PXXXX/XXXX Flooding Assessment   | An assessment of the flooding impacts associated with an application.                          |
| Further and Better Particulars Request   | PXXXX/XXXX Request for Further and Better Particulars  | A request by a party for another party to provide more details.                                |
| Further and Better Particulars Response  | PXXXX/XXXX Request for Further and Better Response   | The response by a party to a request for further and better particulars.                       |
| General Enquiry Request  | PXXXX/XXXX General Enquiry   | General correspondence from a party for a proceeding.  |
| Geotechnical Assessment  | PXXXX/XXXX Geotechnical Assessment   | An assessment of geotechnical impacts of a proposal.   |
| Green sign   | PXXXX/XXXX Green sign  | The sign placed on the land giving notice of an application or planning permit application.    |
| Hearing Requests Interpreter   | PXXXX/XXXX Interpreter Request   | A hearing arrangement request by a party about an interpreter to be present at the hearing.    |
| Hearing Requests Technology  | PXXXX/XXXX Technology Assistance Request   | A hearing arrangement request by a party about technology at a hearing.                        |
| Heritage Permit  | PXXXX/XXXX Heritage Permit   | A permit issued under heritage laws.   |
| Heritage Report  | PXXXX/XXXX Heritage Report   | A report assessing heritage considerations or impacts about an application.                    |
| Joinder / Removal Applications   | PXXXX/XXXX Joinder / Removal of Party Request  | Request by a person or on the Tribunal's own motion to join or remove a party to a proceeding. |
| Land Capability Assessment   | PXXXX/XXXX Land Capability Assessment  | A report that assesses the land capability of an application.                                  |



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| Legal Opinion  | PXXXX/XXXX Legal Opinion   | A legal opinion lodged in a support of an application.                             |
| Objectors List   | PXXXX/XXXX List of Objectors   | A list of original objectors to an application.                                    |
| MH Evidence  | PXXXX/XXXX MH Evidence   | Evidence filed by a party for a main hearing.                                      |
| MH Evidence Expert   | PXXXX/XXXX MH Expert Evidence  | Expert evidence filed and relied upon by a party at a main hearing.                |
| MH Evidence Lay  | PXXXX/XXXX MH Lay Evidence   | Lay evidence filed and relied upon by a party at a main hearing.                   |
| MH Hearing   | PXXXX/XXXX Hearing   | Documents filed by a party at a main hearing.                                      |
| MH Reply Evidence Expert   | PXXXX/XXXX MH Reply Expert Evidence  | Reply expert evidence filed and relied upon by a party at a main hearing.          |
| MH Reply Evidence Lay  | PXXXX/XXXX MH Reply Lay Evidence   | Reply lay evidence filed and relied upon by a party at a main hearing.             |
| MH Post-Hearing  | PXXXX/XXXX MH Post-Hearing   | Documents tendered after a main hearing pursuant to an Order.                      |
| MH Pre-Filing Material   | PXXXX/XXXX MH Pre-Filing   | Documents filed in advance of a main hearing.                                      |
| MH Submissions   | PXXXX/XXXX MH Submissions  | Submissions filed and relied upon by a party at a main hearing.                    |
| MH Submissions in Reply  | PXXXX/XXXX MH Submissions in Reply   | Submissions filed by a party in reply to submissions in response by another party. |

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|--|--|---|
| MH Submissions in Response   | PXXXX/XXXX MH Submissions in Response  | Submissions filed by a party in response to submissions by another party.   |
| Native Vegetation Removal Report   | PXXXX/XXXX Native Vegetation Removal Report  | A report that assesses the removal of native vegetation associated with an application.   |
| Neighbourhood Character Assessment   | PXXXX/XXXX Neighbourhood Character Assessment  | An assessment of the neighbourhood character relating to an application.  |
| Neighbourhood and Site Description   | PXXXX/XXXX Neighbourhood and Site Description  | A report about the neighbourhood and site description relating to an application.   |
| NOD Refuse to Grant Permit   | PXXXX/XXXX Refusal Notice  | The Notice of Decision made by the responsible authority to refuse to grant a planning permit.  |
| NOD Refuse to Grant Amendment to Permit  | PXXXX/XXXX Refusal to Amend  | The Notice of Decision made by the responsible authority to refuse to grant an amendment to a planning permit.                                  |
| NOD Grant Permit   | PXXXX/XXXX Notice to Grant Permit  | The Notice of Decision made by the responsible authority to grant a planning permit.  |
| NOD Grant Amended Permit   | PXXXX/XXXX Notice to Grant Amendment   | The Notice of Decision made by the responsible authority to grant an amended planning permit.   |
| Notice of Decision (tracked changes)   | PXXXX/XXXX Notice of Decision (tracked changes)  | A version of the Notice of Decision shown with proposed amendments in tracked changes.  |
| Notice of Decision Form  | PXXXX/XXXX Notice of Decision Form   | The VCAT Notice of Decision Form required to be filed by responsible authorities for all applications where a notice of decision has been made. |
| Objections   | PXXXX/XXXX Objection   | A copy of an original objection in writing to an application.   |

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| Officer/Delegate Report  | PXXXX/XXXX Officer Report  | The report of the officer or delegate of the responsible authority, relevant authority or decision maker about an application. |
| Opening Statement  | PXXXX/XXXX Opening Statement   | A summary of issues and solutions presented by a party at a compulsory conference.   |
| Original Decision  | PXXXX/XXXX Original Decision   | The original decision under review by VCAT.  |
| Other Documents  | PXXXX/XXXX Other Documents   | Generic name for documents that do not have a specific naming convention.  |
| Other Related Document   | PXXXX/XXXX Other Related Document  | Generic name for documents relating to a proceeding that do not have a specific naming convention.                             |
| Other Requests   | PXXXX/XXXX Other Requests  | Generic name for requests that do not have a specific naming convention.   |
| Outline of Submissions   | PXXXX/XXXX Outline of Submissions  | An outline of submissions that a party intends to make at a hearing.   |
| PDH Evidence   | PXXXX/XXXX PDH Evidence  | Evidence filed and relied upon by a party at a practice day hearing.   |
| PDH Evidence Expert  | PXXXX/XXXX PDH Evidence Expert   | Expert evidence filed and relied upon by a party at a practice day hearing.  |
| PDH Evidence Lay   | PXXXX/XXXX PDH Evidence Lay  | Lay evidence filed and relied upon by a party at a practice day hearing.   |
| PDH Hearing  | PXXXX/XXXX PDH Hearing Documents   | Documents filed by a party at a practice day hearing.  |

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| PDH Post-hearing Material  | PXXXX/XXXX PDH Post-hearing documents  | Documents tendered after a practice day hearing pursuant to an Order.  |
| PDH Pre-filing Material  | PXXXX/XXXX PDH Pre-filing Material   | Documents filed in advance of a practice day hearing   |
| PDH Reply Evidence Expert  | PXXXX/XXXX PDH Reply Expert  | Evidence filed in reply and relied upon by a party at a practice day hearing.                                |
| PDH Reply Evidence Lay   | PXXXX/XXXX PDH Reply Lay   | Evidence filed in reply and relied upon by a party at a practice day hearing.                                |
| PDH Submissions  | PXXXX/XXXX PDH Submissions   | Submissions filed and relied upon by a party at a practice day hearing.                                      |
| PDH Submissions Reply  | PXXXX/XXXX PDH Submissions in Reply  | Submissions filed by a party at a practice day hearing in reply to submissions in response by another party. |
| PDH Submissions Response   | PXXXX/XXXX PDH Submissions in Response   | Submissions filed by a party at a practice day hearing in response to submissions by another party.          |
| Photographs  | PXXXX/XXXX Photographs   | Photographs filed about an application.  |
| Photomontage   | PXXXX/XXXX Photomontage  | Photomontage material filed about an application.  |
| PH Evidence  | PXXXX/XXXX PH Evidence   | Expert evidence filed and relied upon by a party at a preliminary hearing.                                   |
| PH Evidence Expert   | PXXXX/XXXX PH Reply Evidence Expert  | Expert evidence filed and relied upon by a party at a preliminary hearing.                                   |
| PH Evidence Lay  | PXXXX/XXXX PH Reply Evidence Lay   | Lay evidence filed and relied upon by a party at a preliminary hearing.                                      |

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| PH Hearing   | PXXXX/XXXX PH Hearing Documents  | Documents filed by a party at a preliminary hearing.  |
| PH Post-hearing Material   | PXXXX/XXXX PH Post-hearing documents   | Documents tendered after a preliminary hearing. pursuant to an Order.   |
| PH Pre-filing Material   | PXXXX/XXXX PH Pre-filing Material  | Documents filed in advance of a preliminary hearing.  |
| PH Reply Evidence Expert   | PXXXX/XXXX PH Reply Evidence Expert Reports  | Reply expert evidence filed and relied upon by a party at a preliminary hearing.                              |
| PH Reply Evidence Lay  | PXXXX/XXXX PH Reply Evidence Lay   | Reply lay evidence filed and relied upon by a party at a preliminary hearing.                                 |
| PH Submissions   | PXXXX/XXXX PH Submissions  | Submissions filed and relied upon by a party at a preliminary hearing.  |
| PH Submissions Reply   | PXXXX/XXXX PH Submissions in Reply   | Submissions filed by a party at a preliminary hearing in reply to submissions in response by another party.   |
| PH Submissions Response  | PXXXX/XXXX PH Submissions in Response  | Submissions filed by a party at a preliminary hearing in response to submissions by another party.            |
| Plan of Survey   | PXXXX/XXXX Plan of Survey  | A plan showing the area and dimensions of a property.   |
| Planning Permit  | PXXXX/XXXX Planning Permit   | A legal document that allows a certain use and / or development on land.                                      |
| Practice Day Hearing Request   | PXXXX/XXXX Practice Day Hearing Request  | Application for a Practice Day Hearing or Preliminary Hearing.  |
| Practice Note Material   | PXXXX/XXXX PNPE2   | Information to be provided by a responsible authority, specified body, other decision-maker, or other body on |

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|  |  | receipt of notice that an application under a 'planning enactment' or other specified enactment has been commenced in the Planning and Environment Division.  |
| Precinct Structure Plan  | PXXXX/XXXX Precinct Structure Plan   | A master plan for local areas and a 'blueprint' for localised development and investment that will occur over many years.   |
| PAHT   | PXXXX/XXXX PAHT  | Preliminary Aboriginal Heritage Test ( <b>PAHT</b> ) is an instrument used to formally determine whether a proposed activity requires the preparation of a cultural heritage management plan or not under the Victorian Aboriginal heritage regime. |
| Preliminary Site Assessment  | PXXXX/XXXX Preliminary Site Assessment   | A tool for obtaining information about a site and its surroundings and is commonly used to assess the potential for contamination of land.  |
| Previous Decision  | PXXXX/XXXX Previous Decision   | A previous decision of VCAT relating to the land the subject of the current application before VCAT. Relevant for repeat appeals.   |
| Produce Document Requests  | PXXXX/XXXX Produce Documents Request   | Request by a party to require a non-party to produce documents.   |
| Produce Document Response  | PXXXX/XXXX Produce Document Response   | The response by a person required to produce documents.   |
| Proposed Planning Scheme Amendment   | PXXXX/XXXX Proposed Planning Scheme Amendment  | Documents relating to an amendment to the planning scheme that is proposed.   |

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| Receipt  | PXXXX/XXXX Receipt   | A written acknowledgement that something of value has been transferred from one party to another. For example, a receipt that a fee has been paid.   |
| Reconstitution Requests  | PXXXX/XXXX Reconstitution Request  | An application by a party or by the Tribunal's own motion for reconstitution of the Tribunal.  |
| Referral Authorities List  | PXXXX/XXXX Referral Authorities List   | Each responsible authority maintains the list of referral authorities that are applicable for their organisation. Referral authorities maintain the details of their organisation or site.         |
| Referral Authority Response  | PXXXX/XXXX Referral Authority Response   | A response by a referral authority to an application that has been referred to that referral authority.  |
| Referral Question of Law to Supreme Court  | PXXXX/XXXX Referral question of Law to Supreme Court   | An application by a party to refer a question of law to the Supreme Court of Victoria.   |
| Rehabilitation Plan  | PXXXX/XXXX Rehabilitation Plan   | A plan relating to the rehabilitation of a site.   |
| Reinstatement Request  | PXXXX/XXXX Reinstatement Request   | Where an application is struck out with a right to apply for reinstatement. For example, a request by a party to bring a case back to VCAT if the other party has not done what they agreed to do. |
| Reject Application Requests  | PXXXX/XXXX Reject Application Request  | Request or referral by an applicant or the Principal Registrar to reject an application.   |
| Request for Further Information  | PXXXX/XXXX Request for Further Information   | A request for further information from the permit applicant commonly seen in planning permit applications.   |
| Re-opening Application   | PXXXX/XXXX Re-opening Request  | A request by a party to re-open an Order.  |

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|--|--|--|
| Restrictive Covenant   | PXXXX/XXXX Restrictive Covenant  | A private treaty or written agreement between landowners that limits the way land can be used and developed.   |
| Section 173 Agreement  | PXXXX/XXXX Section 173 Agreement   | An agreement entered into between the responsible authority and the owner of the land which is prepared under Section 173 of the <i>Planning and Environment Act 1987</i> .                        |
| Security for Cost Requests   | PXXXX/XXXX Security Costs  | A request by a party for security for costs.   |
| Security Request   | PXXXX/XXXX Security Request  | A hearing arrangement request for security to be available at the hearing.   |
| Site Inspection  | PXXXX/XXXX Site Inspection   | Correspondence relating to arrangements about a site inspection for an application.  |
| Social Impact Assessment   | PXXXX/XXXX Social Impact Assessment  | An assessment of the social consequences or effects likely to be caused by a proposed decision or action.  |
| Statement of Changes   | PXXXX/XXXX PNPE9 Statement of Changes  | A list specifying the precise nature of changes from the previous plans or other changes to an application. Required pursuant to VCAT PNPE9 – Amendment of Planning Permit Applications and Plans. |
| Statement of Contentions   | PXXXX/XXXX Statement of Contentions  | A statement intended to enable the other parties and the Tribunal to understand the underlying basis for a party's contentions or other disputed matters.  |
| Statement of Environmental Audit   | PXXXX/XXXX Statement of Environmental Audit  | A statement of environmental audit indicates whether a site is suitable for nominated uses or not suitable for any use at all.   |



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|--|--|--|
| Statement of Facts   | PXXXX/XXXX Statement of Facts  | A statement about facts relating to a proceeding.  |
| Statement of grounds   | PXXXX/XXXX Statement of Grounds  | A statement from the respondent in a planning matter stating whether they agree or disagree with what the applicant states in their application. |
| Statement of Notice  | PXXXX/XXXX Statement of Notice   | A statement about notice of a planning permit application.   |
| Statement of Service   | PXXXX/XXXX Statement of Service  | A document stating that a party has served another person or party with a document.  |
| Statutory Provisions   | PXXXX/XXXX Statutory Provisions  | Planning scheme controls or policies, or other extracts from legislation.  |
| Stay Requests  | PXXXX/XXXX Stay Request  | A request by a party or on the Tribunal's own motion to stay a decision that is the subject of a proceeding.                                     |
| Strike Out or Dismiss Request  | PXXXX/XXXX Strike Out Application<br>PXXXX/XXXX Dismiss Application  | A request by a party or on the Tribunal's own motion to strike out or dismiss a proceeding.  |
| Structure Plan   | PXXXX/XXXX Structure Plan  | A plan in town planning that defines the preferred direction of future growth within an area and articulates how it will be managed.             |
| Substituted Service Requests   | PXXXX/XXXX Substituted Service Request   | A request by an applicant or on the Tribunal's own motion for an order for substituted service.  |
| Summons Requests   | PXXXX/XXXX Summons Request   | A request for an order that the Principal Registrar issue a summons to appear.   |
| Suppression Requests   | PXXXX/XXXX Suppression Requests  | A request for a proceeding suppression order.  |

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|--|--|---|
| Supreme Court Appeals  | PXXXX/XXXX Supreme Court Decision  | Correspondence relevant to an application that has been referred to or remitted from the Supreme Court of Victoria.   |
| Terms of Settlement  | PXXXX/XXXX Terms of Settlement   | A document used in a compulsory conference to set out the terms under which parties in a dispute agree to settle a matter.  |
| Traffic / parking assessment   | PXXXX/XXXX Traffic / parking assessment  | An assessment of the potential traffic and / or car parking impacts of a proposal.  |
| Transcript and Audio Request   | PXXXX/XXXX Transcript and Audio Request  | A request for a copy of a transcript or a recording of a hearing.   |
| Tribunal Book Documents  | PXXXX/XXXX Tribunal Book   | A repository containing all documents relevant to a hearing. It is usually compiled by parties to a hearing and pre-filed pursuant to a Tribunal Order. The Tribunal book is used at the hearing by the parties and the member.                           |
| Unincorporated Association Submission Requests   | PXXXX/XXXX Unincorporated Association Submission Request   | A request to make a submission at a hearing by an unincorporated association.   |
| Urban Context Report   | PXXXX/XXXX Urban Context Report  | A report to accompany a planning proposal for assessment and community consultation purposes. The report includes detailed site and context analysis, design response, proposed building envelopes and other information required by the planning scheme. |
| VicPlan Planning Property Report   | PXXXX/XXXX VicPlan Planning Property Report  | A report generated by VicPlan that identifies the relevant zone and overlay controls affecting the subject land to an application.  |

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|--|--|--|
| Visual Assessment  | PXXXX/XXXX Visual Assessment   | An assessment of the potential visual impacts to landscape and landscape views resulting from a proposed development or land management actions.   |
| Waste Management Plan  | PXXXX/XXXX Waste Management Plan   | Waste Management Plan usually accompanies a planning permit application. It communicates how the waste system will adequately manage the waste requirements for the proposed use and development.  |
| Water Licence  | PXXXX/XXXX Water Licence   | A water use licence is a legal document setting out an entitlement to irrigate land.   |
| Withdrawal Request   | PXXXX/XXXX Withdrawal Request  | A request for leave to withdraw a proceeding.  |
| Without Prejudice Draft Conditions (CC)  | PXXXX/XXXX Without Prejudice Draft Conditions (CC)   | A set of draft conditions filed by the responsible authority on a without prejudice basis in advance of a compulsory conference.   |
| Without Prejudice Draft Conditions (MH)  | PXXXX/XXXX Without Prejudice Draft Conditions (MH)   | A set of draft conditions filed by the responsible authority on a without prejudice basis in advance of a main hearing.  |
| Witness Statements   | PXXXX/XXXX Witness Statements  | A document that sets out the evidence a witness will give at a hearing. A witness can be an expert (a person with specialised knowledge) or a lay person who must have first-hand knowledge of the facts they give evidence about. <b>SEE EVIDENCE</b> |
| Works Approval   | PXXXX/XXXX Works Approval  | An approval that is required for industrial and waste management activities that have the potential for significant environmental impact.  |

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|--|--|---|
| Works Authority  | PXXXX/XXXX Works Authority   | In the extractive or quarry industry, a licence is known as a work authority. |
| Written Reasons Requests   | PXXXX/XXXX Written Reasons Request   | A request by a party for written reasons.                                     |