### Sample Letter - Requesting the Appointment of a Panel

<insert date>

The Chief Panel Member

Planning Panels Victoria

GPO Box 2392

MELBOURNE 3001

Dear Chief Panel Member

**RE: <Insert Planning Scheme Amendment>**

**Request to Appoint a Panel**

After considering submissions to the above amendment, Council resolved at its meeting on<insert date> to refer the submission(s) to a Panel.

This amendment was prepared by <insert council>, at the request of <insert proponent details>.

On behalf of <insert council>, I request that a Panel be appointed under Part 8 of the *Planning and Environment Act* *1987* to consider the above amendment and submissions received.

The amendment proposes to: <insert summary>

During the exhibition period <insert dates>, <insert number> submissions were received. They were received from <insert submitter details, i.e. various groups/individuals>. The major issues raised were <insert major issues highlighted in submissions>.

The Directions Hearing is pre-set for the week starting <insert date>. The main Panel Hearing is pre-set for the week starting <insert date>. <Insert any preferences for specific date/s and location>. The main Panel Hearing is expected to run for <insert number> of days.

I have provided the following documentation:

· <insert list of information provided electronically>

If you have any queries or would like further information, please contact <Insert officer’s name and contact details>.

Yours sincerely,