



Victoria Government Gazette

No. S 375 Wednesday 23 October 2013
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Planning and Environment Act 1987

Section 7(5)

MINISTERIAL DIRECTION

I, Matthew Guy, Minister for Planning, amend the Ministerial Direction on the Form and Content of Planning Schemes prepared under section 7(5) of the **Planning and Environment Act 1987** as follows:

1. In Annexure 1 to the Direction:
 - 1.1 Replace the Style Guide with a new Style Guide as at **Attachment 1**.
2. In Annexure 2 to the Direction:
 - 1.1 Replace the template Schedule to the Public Acquisition Overlay with a new template Schedule to the Public Acquisition Overlay as at **Attachment 2**.
 - 1.2 Replace the template Schedule to Clause 66.04 with a new template Schedule to Clause 66.04 as at **Attachment 3**.

MATTHEW GUY MLC
Minister for Planning

SPECIAL

Attachment 1

Style Guide

The style guide below and sample layout overleaf show how styles are applied in the *Victoria Planning Provisions*. Planning schemes must use the same styles. The fonts used are Times New Roman and Arial. The sample layout shows where styles are to be used on the page.

Style Name	Format - Font			Format - Paragraph / Bullets & Numbering			Format - Borders & Shading	
	Font	Size	Format	Alignment	Indentation left / bullet position	Hanging (H)/First line (F)	Spacing Before	Spacing After
Head A	Arial	10	Bold Capital	Left	0cm	2cm (H)	12pt	12pt
Head B	Arial	10	Bold	Left	0cm	2cm (H)	12pt	12pt
Map code	Arial	10	Bold	Left	0cm	None	3pt	4pt
Body text	Times New Roman	10	Regular	Justified	2cm	None	3pt	4pt
Body text + Bold	Times New Roman	10	Bold	Justified	2cm	None	3pt	4pt
Body text + Italic	Times New Roman	10	Italic	Justified	2cm	None	3pt	4pt
Body text •	Times New Roman	10	Bulleted	Justified	2cm	0.5cm (H)	3pt	4pt
Body text • indent	Times New Roman	10	Regular	Justified	2.5cm	None	3pt	4pt
Body text .	Times New Roman	10	Bulleted	Justified	2.5cm	0.5cm (H)	3pt	4pt
Body text . indent	Times New Roman	10	Regular	Justified	3cm	None	3pt	4pt
Header	Times New Roman	9	Small Caps	Centred	0cm	None	0pt	0pt
Footer	Times New Roman	9	Small Caps	Left	0cm	None	0pt	0pt
Table head	Arial	10	Bold	Left	2cm	None	10pt	3pt
Table label	Arial	9	Bold & White text	Left	0.2cm	None	6pt	4pt
Table text	Arial	9	Regular	Justified/Left*	0cm	None	3pt	3pt
Table text bold	Arial	9	Bold	Left	0cm	0.15cm (H)	3pt	3pt
Table text •	Arial	9	Bulleted	Justified	0cm	0.5cm (H)	3pt	3pt
Table text • + Italic	Arial	9	Italic	Justified	0cm	0.5cm (H)	3pt	3pt
Table text • indent	Arial	9	Regular	Justified	0.5cm	None	3pt	3pt
Table text .	Arial	9	Bulleted	Justified	0.5cm	0.5cm (H)	3pt	3pt
Table text . indent	Arial	9	Regular	Justified	0.5cm	None	3pt	3pt

Format - Styles & Formatting		Format - Font			Format - Paragraph / Bullets & Numbering			Format - Borders & Shading	
Style Name	Font	Size	Format	Alignment	Indentation left / bullet position	Hanging (H)/First line (F)	Spacing		
							Before	After	
Note text	Times New Roman	10	Italics	Justified	0cm	2cm (H)	4pt	4pt	

TEXT BOX

- Body Text (Arial, Bold, 6)

PAGE MARGINS

- top & bottom - 2.54cm
- left & right - 3cm

* Table text may be aligned to the left to maintain legibility in narrow columns.

Attachment 2

[INSERT PLANNING SCHEME NAME] PLANNING SCHEME

--/120--
C--

SCHEDULE TO CLAUSE 45.01 PUBLIC ACQUISITION OVERLAY

PS Map	Acquiring Authority	Purpose of Acquisition
PAO[number]	Name of acquiring authority	Reason for acquisition

Note- The words in the table should be shown as red and prompts a requirement of information to be completed in the schedule.

Attachment 3

[INSERT PLANNING SCHEME NAME] PLANNING SCHEME

--r20--
C--

SCHEDULE TO CLAUSE 66.04

Referral of permit applications under local provisions

Clause	Kind of application	Referral authority	Type of referral authority
<hr/>			

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