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| **Code Amendment Publication Instructions for the PlanSA portal – For Engagement** |
| Designated Entity Name: **[insert name of Designated Entity]**Code Amendment Name: **[insert name of Code Amendment]**Stage: Engagement  | Date of Publication Instructions: **[insert date]**Engagement Period: **[insert date]** to **[insert date]** *(Note publication requirement below)* |

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| ***Reminder:*** *Engagement on Code Amendments must comply with the Community Engagement Charter and must also be consistent with:**Practice Direction 2 (Preparation and Amendment of Designated Instruments);* *the Engagement Plan; and**the approved Proposal to Initiate and all Conditions and Specifications.* |
| **Provide Summary of the Code Amendment to be placed on the Plan SA Code Amendment Page (Maximum 500 words)***Example**The Minister for Planning and Local Government is proposing to rezone land at Aldinga to enable a diversity of low to medium density housing and community development. The affected area consists of approximately 90 hectares of land that is zoned Deferred Urban and is bound by Quinliven Road, Main South Road, Aldinga Beach Road and How Road.**The land forms part of a state strategic land-banking program which has held the land for future development. The Minister has now determined that the demand for housing in southern Adelaide warrants the release of this land for development.**This rezoning will implement key targets of The 30-Year Plan for Greater Adelaide by providing opportunity for increased housing diversity in proximity to community infrastructure and services*. |
| **Confirm details for submissions***Note: the PlanSA portal will provide a facility for people to view and make submissions on Code Amendments, which will be directly forwarded to the key contact. Submissions will not be processed or reviewed by the Department; this is the responsibility of the Designated Entity.* **Contact details:** *(contact name, phone number and email address)***Email***: (for publication, and for linking to the PlanSA submission form)***Post:** *(postal address for submissions)***Will hard copies of the amendment be made available? (option) Hard Copies available? – location – *optional*:***If so, provide details of how to obtain hard copies including cost***External web links (optional)*(****(for example a council engagement page)***Engagement events (optional)***Provide details of any engagement events including drop in sessions, workshops etc* *This should include the following details:* *When: (date and time)**Where: (event location)* *Registration: (how will a member of public register e.g. Eventbrite link)* *Who: (audience)* |

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| **Documents to be Provided with Publication Instructions** | * Code Amendment Document (PDF Format)
* Engagement Plan (PDF Format)
* Location / Zone / Overlay Maps (as prepared by the Department on receipt of Mapping Instructions)
* Draft Policy (prepared by the Department on receipt of Writing Instructions)
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| **Publication Instructions**  | Publication on the PlanSA portal, including:* Publication of the Code Amendment document (and attachments) in PDF format
* Publication of the Engagement Plan in PDF format
* Facility for submissions made through online form on the PlanSA portal
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| **Publication Requirements** | Publication Instructions are required to be provided to the Department at least **3 weeks prior** to the commencement of the Engagement Period. A lesser time may be agreed subject to negotiation with the Department, depending on the complexity of the Writing and Mapping Instructions. More complex proposals may require additional time. |

*\*Note: this form applies for the purpose of Practice Direction 2 (Preparation and Amendment of Designated Instruments), and will provide written instructions (in a form acceptable to the Department) to prepare the PlanSA portal for consultation on a draft Code Amendment.*