*[insert date of letter]*

Mr /Ms/Mrs *[insert name of Owner/Occupier of Land]*

*[insert name of Owner/Occupier of Land]*

*[insert postal address]*

*[insert email address]*

Dear *[insert name of Owner/Occupier of Land]*

**Notice of Consultation by *[insert name of Designated Entity]* on the *[insert name of Code Amendment]***

*[Insert name of Designated Entity]* has now released the *[insert name of Code Amendment]* for consultation as required under the *Planning, Development and Infrastructure Act 2016* (the Act). Consultation will run from *[insert date]* to *[insert date]*.

Please see the ***attached*** Notice as required under Regulation 20 of the *Planning, Development and Infrastructure (General) Regulations 2017*.

The Notice provides details of the land which is specifically impacted by the Code Amendment, including a description of the impact on that land. The Notice also provides details of where you can inspect the Code Amendment and information about other consultation which will occur on the Code Amendment.

Should you have any questions regarding the Code Amendment, or if you wish to make a submission on the Code Amendment, please contact:

*[insert Designated Entity contact name]*

*[insert Designated Entity contact phone number]*

*[insert Designated Entity contact email address]*

Kind Regards,

*[insert name of Designated Entity]*

*[Drafting note ]*

*[Drafting Note: under section 73(6)(d) of the Act, where a Code Amendment will have a specific impact on one or more particular pieces of land in a particular zone or subzone (rather than more generally), the Designated Entity must take reasonable steps to provide a notice to Owners or Occupiers of the land (and each piece of adjacent land) as prescribed by the Regulations.*

*Regulation 20 of the PDI (General) Regulations requires such notice to:*

1. *identify the piece or pieces of land in relation to which the specific impact will apply; and*
2. *describe the impact; and*
3. *indicate where and when the relevant amendment to the Planning and Design Code may be inspected; and*
4. *provide information about the consultation that is to occur under the Community Engagement Charter.*

**Notice of Code Amendment to Owner or Occupier of Land**

Regulation 20 of the *Planning, Development and Infrastructure (General) Regulations 2017*

This Notice is provided to you as an owner or occupier of land (or owner or occupier of adjacent land) under section 73(6)(d) of the *Planning, Development and Infrastructure Act 2016* (the Act) and Regulation 20 of the *Planning Development and Infrastructure (General) Regulations 2017*. This Notice relates to land which will be specifically impacted by a draft amendment to the Planning and Design Code (the Code Amendment).

**Area of Land Impacted**

The piece (or pieces) of land which will be specifically impacted by the Code Amendment are:

*[Drafting Note: include address and map/s showing the location of the relevant pieces of land. Depending on the scope of the draft Code Amendment, this may or may not reflect the “Affected Area” described in the draft Code Amendment document]*

**Impact on the Land**

The land described above will be specifically impacted by the Code Amendment by

*[Drafting note: include description of the current Code policy (prior to the Code Amendment) and proposed changes (following the Code Amendment) which will specifically impact the land. You may refer to specific sections of the Code Amendment document to accurately describe the impact].*

**Inspection of the Code Amendment**

The Code Amendment can be inspected on the PlanSA portal at: [plan.sa.gov.au/en/codeamendments](https://plan.sa.gov.au/en/codeamendments)*.*

*[Drafting note: insert additional options for inspection of the Code Amendment as provided under the Engagement Plan – for example, a Council or proponent website, or an address where a hard copy of the Code Amendment will be available for inspection].*

You can make a submission on the Code Amendment via the PlanSA portal (above), or by contacting:

*[insert Designated Entity contact email address]*

*[insert Designated Entity contact postal address]*

**Information on Consultation under the Community Engagement Charter**

Consultation on the Code Amendment will take place in accordance with the Engagement Plan prepared by *[insert name of Designated Entity]* and as required by the Community Engagement Charter under the Act. This will include:

* *[Drafting note: provide a description of the additional consultation on the Code Amendment which is required under the Engagement Plan and the Charter]*

A copy of the *[Engagement Plan and the]* Community Engagement Charter can be found at the below link/s:

* [plan.sa.gov.au/en/charter](http://www.plan.sa.gov.au/en/charter).
* *[Drafting note: a link to the Engagement Plan should also be included]*