



Instructions for APPLICATION FOR OFFICIAL PLAN AMENDMENT

THE CORPORATION OF THE CITY OF LONDON
PLANNING AND DEVELOPMENT
6TH FLOOR, CITY HALL, 300 DUFFERIN AVENUE, LONDON, ONTARIO N6A 4L9
Telephone: (519) 930-3500

DETACH THE FIRST TWO PAGES AND RETAIN FOR FUTURE REFERENCE

1. This process pertains to an Application for Official Plan amendment.
2. There are different fees for each type of application (See Schedule APP-4 attached for a fee schedule). Other related applications may be processed concurrently during this process.
- 3.
4. Applicants may submit a separate justification report to address any of the questions within. In doing so, please ensure that the report identifies all of the questions herein, or use a combination of application form and justification report to ensure all required information is provided.

STEPS IN THE PROCESS

Step 1 Consult with City of London Planning Staff: Applicants are required to meet with a City of London Planning and Development staff member prior to submitting an application. This Pre-Application Consultation is a formal meeting to be scheduled between the applicant and the City of London prior to filling out the application form and is subject to a fee (refer to Schedule APP-4 herein).

Step 2 Complete the application form: Following your pre-application consultation (Step 1) you will be required to complete the required application form(s), include additional information identified during the pre-application consultation, and provide;

- A Cheque, made payable to the Treasurer, City of London, to cover the application fee (refer to Schedule APP-4) herein;
- Written authorizations, declarations and acknowledgments, with dated original signatures, found at Sections 19-22.
- Additional information which may be helpful in assessing an application: To expedite the review process, you are strongly encouraged to submit photographs or other relevant documentation that will assist in evaluating your application. To avoid delays, please ensure that your application is complete, that all drawings are neat and legible and that all dimensions are accurate.

Step 3 Submit complete application package: This includes any information and material identified at the pre-application consultation meeting, completed application forms, required fees, authorization letter (if applicable), requested Official Plan amendment overlay (if applicable).

Please be advised that in order to allow background documents and drawings, submitted in association with planning applications, to be posted on the City of London website for public viewing, we will require all submitted materials to be in an accessible format. Any materials that are not in an accessible format will result in an application being deemed incomplete per the Planning Act and in force London Plan policy 1612.

The accessible document requirements are outlined in the [Web Compliance Accessibility Guidelines](#) (WCAG) 2.0 AA Standards as required by the Accessibility for Ontarians with Disabilities Act (AODA) in the Information and Communications Standards of the Integrated Accessibility Standards Regulation (IASR).

For drawings, maps and information that are displayed visually, alternative text (alt-text) will be required to include a detailed description and provide context to ensure users of assistive technology can easily understand what the image is showing. For additional information on creating accessible Portable Document Format (PDF) files please refer to: <http://www.adobe.com/accessibility/products/acrobat/>.

Step 4 Complete application accepted: The application is assessed for completeness and either accepted or returned to the applicant, requesting further information (back to step 3). If complete, the file is opened and timelines for processing are established. Once the application is accepted, all of the information that was submitted is open to review by the general public, including name, address, phone number, etc. – this is a public process.

Step 5 Municipal Review: Now that the application is complete a “Notice of Application” is published in a Thursday edition of *The Londoner*, and circulated to the required agencies, departments and nearby property owners explaining the nature of the requested amendment(s), and inviting comment. The comments and opinions submitted on this matter, including the name and address of the respondent become part of the public record and may be viewed by the general public and published in the Report to Planning & Environment Committee and Council Agenda.

STEPS IN THE PROCESS

Step 6 Report to the Planning & Environment Committee: Based on analysis of the application and the comments provided by the public, agencies and departments, City of London Planning staff prepare a report to the Planning & Environment Committee summarizing their findings.

Step 7 Public Meeting Notice: A Public Meeting is then scheduled and a "Public Meeting Notice" specifying the date, time and location of the meeting is again published in *The Londoner* and circulated to nearby property owners and anyone who requested notification during the review period. Copies of the report are made available to the public the Wednesday prior to the Planning & Environment Committee meeting pertaining to the application.

Step 8 Planning & Environment Committee & Public Meeting: The Public Meeting is held before the Planning & Environment Committee, as advertised. This is the opportunity for the owner/applicant/agent to make representation regarding the application to the Planning & Environment Committee and the public. As well, any member of the public may appear before the Committee to comment on the application. Please be advised that if a person or public body does not make oral or written submissions at the public meeting, or make written submissions to the City of London, before the proposed amendment(s) are adopted, the person or public body is not entitled to appeal the decision of the Council of the City of London to the Ontario Municipal Board, nor will they be added as a party to the hearing of an appeal.

Following this meeting a recommendation regarding the application is made to City Council.

Step 9 City Council Meeting: The Council of the City of London meets on alternate Mondays throughout the year. Municipal Council is the decision making authority with regard to Official Plan amendment applications, having regard for the recommendation presented by the Planning & Environment Committee (in Step 8). The owner/applicant/agent and members of the public are welcome to attend Council, but are not permitted to participate in the deliberation.

Step 10 Decision of Council: Following the Council meeting (within 15 days), a resolution is drafted which describes the decision and intention of Council regarding the subject application:

- The Council will provide notice of an approval or refusal to amend the Official Plan of the City of London to the owner/applicant/agent and anyone who made written request to the City Clerk during the process.
- Where an application is referred back to staff, the owner/applicant/agent should contact the planner on file to discuss the options and opportunities going forward, and for clarification of the referral.

Step 11 Appeal Period: Following the decision of Council, an appeal may be filed with the Clerk of the Municipality. Please see the *Planning Act* for updated appeal requirements.

**THE CITY OF LONDON
OFFICIAL PLAN AMENDMENT APPLICATION FORM**

FOR APPLYING FOR APPROVAL UNDER SECTION 22 OF THE PLANNING ACT

<p>CONCURRENT APPLICATIONS FILED? Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees)</p>
<p><input type="checkbox"/> Zoning By-law Amendment (see combined OPA/ZBA form)</p> <p><input type="checkbox"/> Subdivision/Condominium/Consent</p> <p><input type="checkbox"/> Minor Variance</p> <p><input type="checkbox"/> Site Plan Approval</p> <p><input type="checkbox"/> Other (Specify): _____</p>

<p>OFFICE USE ONLY Date Stamp – Date Received</p>
<p>FOR REFERENCE PURPOSES Municipal address:</p>

REQUIREMENTS FOR A COMPLETE APPLICATION:

Note: Until the City of London Planning staff have received the information and material requested herein (as required under subsections (4) and (5) of Section 22 and any fee under Section 69 (1) of the *Planning Act*), **the application will be deemed incomplete, the time periods referred to in subsections 22(7)(c), (d) and (6.4) do not begin and the application will be returned to the applicant.**

- | | |
|--------------------------|--|
| <input type="checkbox"/> | The completed application form, authorizations, declarations and acknowledgements, completed as required under subsection 22 (4) & (5) of the <i>Planning Act</i> . |
| <input type="checkbox"/> | Application Fee(s) (less \$371.00 Pre-Application Consultation Fee) made payable to the Treasurer, City of London |
| <input type="checkbox"/> | A Letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization (Section 19), if the owner is not filing the application. |
| <input type="checkbox"/> | If required, graphics for use by the City on the on-site signs and web pages (see APP-2) |
| <input type="checkbox"/> | Record of Pre-application Consultation |
| <input type="checkbox"/> | Other information identified at Pre-application consultation meeting. |

PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply two copies of each):

Note: This section applies to all reports that were identified at the pre consultation meeting as studies required for a complete application – Refer to Schedule "B" for

THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:

City of London, Planning and Development 300 Dufferin Avenue, London, Ontario N6A 4L9	Telephone: 519-930-3500
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PLEASE REFER TO ONTARIO REGULATION 543/06 FOR ITEM REFERENCES 1 THROUGH 19

1) Applicant Information:

Complete the information below. All communications will be directed to the **Primary Contact** with a copy to the owner.

Note: If additional space is required for owner(s) information, please attach a separate sheet containing said information.

Registered Owner(s):

Name:

Address:

City:

Postal Code:

Phone:

Cell/Pager:

Fax:

Email:

Applicant (complete if applicant is not the owner):

Name:

Address:

City:

Postal Code:

Phone:

Cell/Pager:

Fax:

Email:

Agent Authorized by the Owner to file the Application: (if applicable):

Name:

Address:

City:

Postal Code:

Phone:

Cell/Pager:

Fax:

Email:

1 b) Which of the above is the Prime Contact? (all correspondence will be sent to the prime contact)

Registered Owner

Applicant

Agent

2) Date Application Submitted to the City of London:

3) The name of the municipality and official plan requested to be amended:

4) Description of Land:

Geographic Township:

Lot(s):

Part Lot(s):

Concession(s):

Registered Plan No.:

Street Address (if applicable):

Assessment Roll Number:

5) What is the approximate area of the subject land, in metric units. (m² or ha) if applicable?

6) Does the requested amendment add, change, replace or delete a POLICY in the Official Plan?

Yes

No

6 b) If yes, what is the purpose of the requested amendment, and what Section(s) of the Official Plan are being altered?

7) What is the current DESIGNATION of the subject land in the Official Plan and the USES that the designation authorizes?

8) If the requested amendment changes or replaces a DESIGNATION in the Official Plan, what is the designation that is being proposed and the new land uses that change would authorize?

Empty response area for question 8.

9) If a Policy, Designation or Schedule in the Official Plan is being added, changed, replaced or deleted, provide the text and the schedule that accompanies it. Provide a separate sheet where needed.

Empty response area for question 9.

Note: If desired, please submit a separate justification report which addresses each of the questions above.

10) **Water Supply:** Water Supply to the subject lands will be provided by:

<input type="checkbox"/> Municipal piped water	<input type="checkbox"/> Privately owned and operated individual wells for each lot
<input type="checkbox"/> Privately owned an operated communal well	<input type="checkbox"/> Other (specify)

11) **Sewage Disposal:** Sewage disposal on the subject lands will be provided by:

<input type="checkbox"/> Municipal sanitary sewers	<input type="checkbox"/> Privately owned individual septic system for each lot
<input type="checkbox"/> Privately owned communal collection	<input type="checkbox"/> Other (specify)

12) If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed, you are required to provide:

- a) a servicing options report, and;
- b) a hydrogeological report.

13) Storm Drainage: Storm drainage on the subject lands will be provided by:

<input type="checkbox"/> Municipal sewers	<input type="checkbox"/> Ditches or Swales	<input type="checkbox"/> Other (specify)
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14) Area of Settlement: Do either of the requested amendments require alteration to the boundaries of an existing area of settlement* or require a new area of settlement to be implemented? YES NO

**this includes both rural settlement areas and alterations to the Urban Growth Boundary*

14 b) If the answer to section 14 is yes, provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement:

(may require separate document to be attached)

15) Employment Area: Does the requested amendment remove land from an area of employment? YES NO

15 b) If the answer to section 15 is yes, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment:

(may require separate document to be attached)

16) Other applications under the Planning Act

Is the subject land, or land within 120m of the subject lands, the focus of any other application under the *Planning Act*?

YES NO

16 b) If the answer to Section 16 was 'yes', please indicate which applications are being undertaken.

<input type="checkbox"/>	Draft Plan of Subdivision	File No.:	Status:
<input type="checkbox"/>	Consent or Variance	File No.:	Status:
<input type="checkbox"/>	Zoning By-law Amendment	File No.:	Status:
<input type="checkbox"/>	Official Plan Amendment	File No.:	Status:

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<input type="checkbox"/>	Minister's Zoning Order	Ontario Regulation No.:	Status:
<input type="checkbox"/>	Site Plan	File No.:	Status:
<input type="checkbox"/>	Other (Specify)	File No.:	Status:

16 c) If you answered 'yes' to any of Section 16 a), please describe the land the "other" application affects, the purpose of that application, and the effect that application will have on the amendment requested through this application.

17) Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?

Identify policies from the 2005 Provincial Policy Statement (PPS) that you intend to use to support your application. *Note: If additional space is required, please attach a separate sheet containing this information.*

18) What is the applicant's proposed strategy for consulting with the public with respect to this application?

19) Owner’s Authorization

This must be completed by the owner if the **OWNER IS NOT FILING THE APPLICATION**

Note: If there are multiple owners, an authorization letter from each owner (with dated, original signature) is required OR each owner must sign the following authorization.

I, (we) _____, being the
Print (name(s) of owner, individual or company)

registered owner(s) of the subject lands, hereby authorize

_____ Print name of agent and/or company (if applicable)

To prepare and submit an Application for Official Plan Amendment.

Signature

Day Month Year

IMPORTANT:

If the Owner is an incorporated company, the company seal shall be applied in the signature block above (if there is one).

20) Applicant’s Declaration:

This must be completed by the **person filing the application** for the proposed amendment and in the presence of a Commissioner of Oaths.

I, _____ of the _____
Print (name of applicant) Print (Name of City, Town, Township, etc.)

in the Region/County/District of _____, solemnly declare that all of the statements
Print Region/County/District

contained in this Application for Official Plan Amendment re. _____
(description of lands, if applicable)

and all supporting documents and plans are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

Declared before me at:

Region/County/District of Middlesex

in the Municipality of The City of London, this

Signature

_____ day of _____, _____
(Day) (Month) (Year)

Please print name of Applicant

Commissioner of Oaths

21) Municipal Freedom of Information Declaration

In accordance with the provisions of the Planning Act, it is the policy of the City of London to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I _____

The owner/applicant/authorized agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

 Signature Day Month Year

22) Owner’s Permission and Acknowledgement for Access to Property and On-Site Sign

This must be completed by the property owner(s).

Note: if there are multiple property owners, or properties, a permission, acknowledgement and direction letter from each owner (with dated, original signature) is required OR each owner must sign the following permission and acknowledgement.

I, (we) _____ (print name of owner or owner’s company representative (if applicable)), of _____ (print name of owner’s company/corporation, if applicable)), being the registered owner of _____ (print address of the subject property), hereby:

- Grant permission for City of London staff to enter onto the property, without notice, for the purposes of evaluation of this application.
- Grant permission for the City of London, or a representative of the City, to enter onto the property as necessary, and without notice, to install, maintain, relocate, modify, and/or remove one or more “Planning Application” signs in association with this application.
- Agree that I will not damage, deface, remove, or relocate the sign(s), and that doing so may result in a contravention of the Planning Act, therefore voiding my application and necessitating re-application to the City of London.
- Acknowledge that the City, or a representative of the City, will remove the sign at such date as deemed appropriate by the City.
- Acknowledge that minor excavation and site disturbance may result from sign-related activities
- Acknowledge that the City of London, or a representative of the City, will keep a photographic record of the site conditions existing immediately prior, and following, the undertaking of sign-related activities

 Signature Day Month Year

Signature of owner or owner’s company representative
 “I/we have the authority to bind the corporation”

PROVINCIAL POLICY INFORMATION REQUIREMENTS

Schedule APP-1

Completion of the following will assist the municipality in performing a complete review of the subject proposal.

1) What is/are the current and previous use(s) of the subject land?

Current Use(s): _____

All previous known uses: _____

2) Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No

If Yes, please be specific:

What information did you use to determine the answers to the above questions?

3) If Yes to 2, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

Report attached? YES NO

4) Subsurface Rights

Are the subsurface rights and the surface rights to the property held by the same owner? YES NO

If the answer to 4 is No, who owns the subsurface rights? _____

If the answer to 4 is No, please have the owner complete the following declaration.

AUTHORIZATION FROM THE OWNER OF THE SUBSURFACE RIGHTS

(if subsurface rights different from the Owner of the lands)

I, _____, the owner of the subsurface rights for the subject lands, am aware of this application and consent to it.

 (signature) (date)

 (address)

 Telephone Number Facsimile Number

5) Significant Features Checklist

Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.

FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES	NO	UNKNOWN	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas					Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹				____ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²				____ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 1000 metres				____ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site				____ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant				____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond				____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line				____ metres	Evaluate impacts within 300 metres.
Controlled access highways or freeways, including designated future ones				____ metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater					Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station				____ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line				____ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors				____ metres	Will the corridor be protected? Noise Study prepared?
Mineral aggregate resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations				____metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas					Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries				____ metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands				____ metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species				____ metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.				____ metres	Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.					Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.					Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources					Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Erosion hazards					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains					Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous sites ⁴				____metres	Slope Study, Flood line Study
Contaminated sites					Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land					Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations				____ metres	Development to comply with the Minimum Distance Separation Formulae and O. P. policies.

¹Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

²Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

³Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

⁴Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

GRAPHIC REQUIREMENTS

Schedule APP-2

If images for on-site signs are required as part of a complete application, they are to be provided in accordance with the following standards, for the City’s inclusion on the on-site signs and on the application-specific web page.

Technical Standards for all Images:

- full bleed with no borders or outlines
- provided in both PDF and JPEG format
- All PDFs sized to the exact dimensions detailed below
- All JPEGs have the same height to width ratio as the PDFs and are to be sized for use at a scale no larger than 11” x 17”
- the image must not be distorted or skewed in any way and is subject to cropping
- corporate branding for the applicant or design firm may be included but must be small and unobtrusive
- Further image standards are determined by the following categories:

	Short, Wide Building	Tall Narrow Building
Bonus Request	A and C	A or B (consultant’s choice), and C
No Bonus Request	A and D	A or B (consultant’s choice), and D

A. Short, Wide Building Standards (proposed development most easily represented using a landscape image format)

- Provide a minimum of 2 drawings
- Orient drawing in landscape format
- Size the pdf images to the exact dimensions of 48”(W) x 26”(H)

B. Tall, Narrow Building Standards (proposed development most easily represented using a portrait image format)

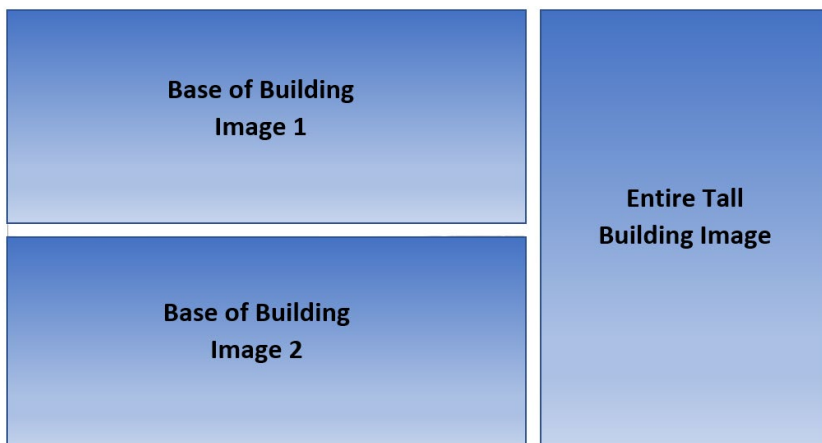
- Provide a minimum of 5 drawings as follows:
 - 2 drawings:
 - Oriented in portrait format
 - Size the pdf images to the exact dimensions of 14”(W) x 26”(H)

AND

- 3 drawings (usually of base/pedestrian level of a tall building)
 - Oriented in landscape format

- Size the pdf images to the exact dimensions of 34”(W) x 13”(H)

City staff will populate 2 landscape images and 1 portrait image into the below layout for the on-site sign.



C. Bonus Zone Requested

- 3D colour renderings viewed from pedestrian eye level that provide an accurate and detailed visual representation of the proposed building and immediate surroundings. Such images will typically include building finishes and colours, architectural details, windows, doors, surrounding hard surfacing and landscaping, and a portion of the public street.

D. No Bonus Zone Requested

- Required Elements (examples shown below):
 - 2 Birdseye view drawings showing the subject site and surrounding context – streets (with names) and existing buildings;
 - Property line delineated in red;
 - Building “box” showing basic massing with roofline, number of storeys, and where appropriate, colour variation or linework to demarcate individual units (eg. townhouses including stacked or back-to-back)
 - Proposed buildings shown in a different colour than the surrounding existing buildings;
 - Location of main building entrances and entrances to individual ground floor units;
 - Location of balconies, if applicable;
 - Landscaped buffers, parking islands and amenity areas shown in green;
 - Parking and loading areas delineated and shown in grey;
 - Pedestrian walkways and connections to main building entrances and entrances to individual ground floor units, shown in grey (a lighter shade than the parking areas)
- Optional elements:
 - Windows
 - Canopies
 - Detailed building articulation
 - Building finishes and colours
 - Proposed vegetation

Example Drawings for Category D



SCHEDULE OF FEES**Schedule APP-3**

All cheques must be made payable to the **City Treasurer**.

Effective JANUARY 1, 2024

OFFICIAL PLAN AMENDMENT	
Base Fee	\$16,020.00
Pre-Application Consultation Fee (Proposal Summary)	\$ 371.00*
*\$371.00 Pre-application Consultation fee credited towards Base Fee when a complete application is received.	

Last updated: December 2023