**DRAFTING INSTRUCTIONS**

**To:** Principal Legislative Drafter

**From:** {{Instructor’s name}}, {{Instructor’s email}}

**Date:** {{Date}}

**Proposed Order to amend fees instruments**

**Introduction**

The {{Name of Minister}} wishes to make an Order amending various fees.

The appendix of these instructions includes full details of the changes to be made and the authority for the changes.

Unless otherwise stated, the reason for each fee change is the usual annual uprating.

The changes have been approved by a Ministerial decision, that decision will be emailed to you separately.

**Legislative references**

The amendments to be made by the proposed Order are authorised by the following provisions:

{{List of empowering provisions?}}

The following instruments will need to be amended:

{{List of amended instruments?}}

**Amendments requested**

See table in the appendix.

**Timing**

The new fees are to take effect from {{commencement date}}.

The Minister will need to sign the Order no later than {{latest signing date}}.

APPENDIX

1. Amendments to {{Instrument 1}}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Provision to amend** | **Empowering provision** | **Current fee** | **New fee** | **% change** | **Matters to note (if any)** |
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1. Amendments to {{Instrument 2}}

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| --- | --- | --- | --- | --- | --- |
| **Provision to amend** | **Empowering provision** | **Current fee** | **New fee** | **% change** | **Matters to note (if any)** |
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1. Amendments to {{Instrument 3}}

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| --- | --- | --- | --- | --- | --- |
| **Provision to amend** | **Empowering provision** | **Current fee** | **New fee** | **% change** | **Matters to note (if any)** |
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