



# Planning permit

## What you need to do

### Before you start!

The fast and easy way to apply is online via

[portphillip.vic.gov.au/planning-and-building/get-a-planning-permit](https://portphillip.vic.gov.au/planning-and-building/get-a-planning-permit)

Otherwise complete this form and submit via email.



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

This form and supporting documents must be submitted via email to [planhelp@portphillip.vic.gov.au](mailto:planhelp@portphillip.vic.gov.au)



### What comes next

Once your application is processed you will receive an invoice for payment.

## Read before starting

Below are some things people often miss when submitting their planning permit application. Making sure you include this information will prevent delays and save you time.

### Recent copy of your title

Title information must not be older than three (3) months and include a 'register search statement', the title diagram and any relevant associated title documents.

### Application fee

To help us calculate the application fee, you must provide an accurate cost estimate of the proposed development.

### Nominate one contact

In order to avoid any confusion, we will communicate only with the nominated contact person.

### Accurate proposal description

Providing an accurate description of the proposal on this form will help to avoid unnecessary delays.

### Further information

[portphillip.vic.gov.au/planning-and-building](https://portphillip.vic.gov.au/planning-and-building)

### Metropolitan Planning Levy

If your estimated cost of the development exceeds \$1 million the **Metropolitan Planning Levy** must be paid to the State Revenue Office and a current levy certificate must be submitted with the application. Visit [sro.vic.gov.au/metropolitan-planning-levy](https://sro.vic.gov.au/metropolitan-planning-levy) for more details.

## 1 Declaration

I am the applicant; and that all the information in this application is true and correct.

The owner (if not myself) has been notified of the permit application.

I have completed the relevant additional Council planning permit checklist.

I have provided all necessary supporting information and documents.

## Privacy policy

The City of Port Phillip is committed to protecting personal information provided by you in accordance with the principles of the Victoria privacy laws. The information you provide will be used for the following purposes:

- correspond with you about your permit application
- if necessary, notify affected parties who may wish to inspect your application so that they can respond - this may be a notice onsite, in a newspaper and/or by post

- if necessary, forward your application to a referral authority who must also keep a register available for inspection by any person

The information you provide will be made available to:

- any person who may wish to inspect your application until the application process is concluded, including any review at VCAT
- relevant officers at Council, other Government agencies or Ministers directly involved in the planning process

- persons accessing information in accordance with the Public Records Act 1973 or the Freedom of Information Act 1982.

This information is being collected in accordance with the Planning and Environment Act 1987. If all requested information is not received, Council may not be able to process your application. You may access the information you have provided to Council by emailing [planhelp@portphillip.vic.gov.au](mailto:planhelp@portphillip.vic.gov.au)

## 2 Land details

Unit number      Number      Street name

Suburb / locality

Postcode

### Formal land description - complete either section A or B

**A**

Lot number

Lodged Plan

Plan of subdivision

Number

Title Plan

**B**

Crown allotment number

Section number

Parish / Township name

## 3 The proposal

For what use, development or other matter do you require a permit?

 **Attachment/details required.** Please provide full details of your request and attach any additional documents. Insufficient or unclear information will delay your application.

Does this application relate to a planning compliance issue?

No

Yes

If yes, please state the Planning Compliance reference number

What is the estimated cost of development for which the permit is required?

You may be required to verify this estimate. Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence).

#### 4 Existing conditions

Describe how the land is used and developed now (eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats).

For proposals for a new use of commercial premises only, has your lease of the premises commenced?

Yes No

If no, what is the commencement date of lease (if known)?

 Provide a plan and photos of the existing conditions.

#### 5 Title information

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

Yes No

Not applicable (no such encumbrance applies)

If yes, contact Council for advice on how to proceed before continuing with this application.

 Provide a full, current copy of the title (obtained within three months of lodging this application) for each individual parcel of land forming the subject site. The title includes: the covering 'register search statement', the title diagram and the associated title documents, know as 'instruments', eg. restrictive covenants.

#### 6 Applicant details - person who wants the permit

First and last name

Organisation (if applicable)

Unit number    Number    Street name

Suburb / locality

State

Postcode

#### 7 Contact person details - if same as applicant, go to question 8 Contact details

First and last name

Organisation (if applicable)

Unit number    Number    Street name

Suburb / locality

State

Postcode

**8 Contact details**

Business phone

Mobile phone

Email address

**9 Owner details - The person or organisation who owns the land**

Is the owner the same as the applicant?

No Yes If yes, go to question 10

First and last name

Organisation (if applicable)

Unit number

Number

Street name

Suburb / locality

State

Postcode

**10 Pre-application meeting**

Has there been a pre-application meeting with a Council planning officer?

No Yes

If yes, please provide details.

Officer name

Date

## Office use only

Application  
numberDate  
lodged

## For further information or a large print version

☎ ASSIST 03 9209 6777    🌐 [portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)    ✉ [planhelp@portphillip.vic.gov.au](mailto:planhelp@portphillip.vic.gov.au)