



Planning permit

City of Port Phillip Advertised Document Planning Application No. PDPL/00402/2025 No. of Pages: 1 of 4

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

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



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

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 for more details.

1 Declaration



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



I have completed the relevant additional Council planning permit checklist.



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



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

PORT PHILLIP PLANNING DEPARTMENT
Date Received: 28/08/2025

2 Land details

Unit number	Number	Street name
	26	Neptune Street
Suburb / locality		Postcode
St Kilda		3182

Formal land description - complete either section A or B

A	B
Lot number	Crown allotment number
TP429152W	
☐ Lodged Plan	Section number
☒ Title Plan	
☐ Plan of subdivision	
Number	Parish / Township name
TP429152W	

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.

I am writing to submit a planning permit application for the redevelopment of the St Kilda Adventure Playground at 26 Neptune Street, St Kilda. The application seeks approval for the demolition of the existing clubhouse building and playground equipment, and the construction of a new clubhouse building and replacement playground equipment.

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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?

\$1, 195, 000

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).

playground with clubhouse building

 Provide a plan and photos of the existing conditions.

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)?

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

St Kilda

Vic

3181

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

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Contact details

Business phone

Mobile phone

0422592899

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

Connor Buckley

Date

9 December 2024

Office use only

Application number

Date lodged

For further information or a large print version

 ASSIST 03 9209 6777  portphillip.vic.gov.au/planning-and-building  planhelp@portphillip.vic.gov.au

City of Port Phillip

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