

# Certificate of compliance



## 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 to apply 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

Use this form to request a certificate stating that your proposed or existing use or development (as applicable) complies with the requirements of the planning scheme and therefore does not require a planning permit.

If you are seeking confirmation of an existing use right you must provide evidence that the current use has operated at the site each year for the past 15 continuous years. Evidence may include:

- Yearly rate notices
- Bills, invoices, purchase orders
- Lease agreements
- Advertisements for the business showing the date

Each document must state the specific use and not be a generic description (eg: 'butcher shop' rather than 'retail premises').

We will consider your application and will issue a Certificate of Compliance, or refuse to issue a Certificate of Compliance if any part of the use or development requires a permit or is prohibited under the Planning Scheme.

### Fees

Please refer to the planning fee schedule on our [website](#) or contact us for more information.

### Further information

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

## 1 Declaration

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

I have provided all necessary supporting information and documents.

## 2 Certificate details

Please select the form you are applying for:

### Existing Use or Development form 14

A certificate stating that an existing use or development of land complies with the requirements of the planning scheme at the date of the certificate.

### Proposed Use or Development form 15

A certificate stating that a proposed use or development (or part of a use or development) of land would comply with the requirements of the planning scheme at the date of the certificate).

## Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by the City of Port Phillip for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and they may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer by calling ASSIST on 9209 6777.

### 3 Property details

Volume/folio number

Unit number

Number

Street name

Suburb / locality

Postcode

Describe the buildings, works or use for which the certificate is sought.

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

### 4 Applicant details

First and last name

Organisation (if available)




Residential or postal address

Best phone number to contact you on      Email

## 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)