# Fast Track Planning permit



## What you need to do

## Before you start!

The fast and easy way to apply is online via portphillip.vic.gov.au/ fast-track

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



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.

#### Additional fee

Please refer to the planning fee schedule on our website or contact us for more information.

#### Further information

🕟 portphillip.vic.gov.au/fast-track

## 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

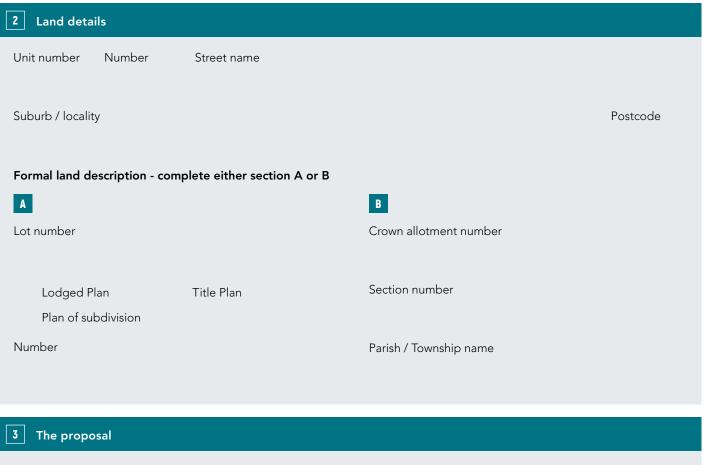
The City of Port Phillip is committed to protecting personal information provided by you in accordance with the principles of the Victoria privacy laws. The information you provide will be used for the following purposes:

- 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** 



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.

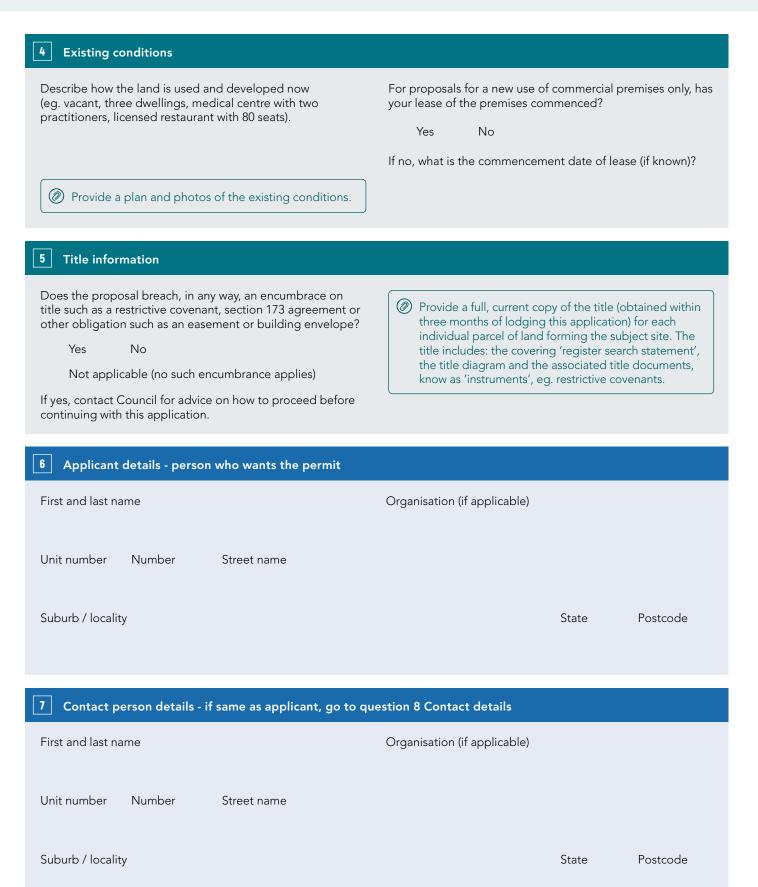
Does this application relate to a planning compliance issue?

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 require to verify this estimate. Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquior licence).



8 Contact details			
Business phone	Mobile phone		
Email address			
9 Owner details - The person or organisation wh	o 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 number	Date lodged		

# For further information or a large print version

SASSIST 03 9209 6777 Dortphillip.vic.gov.au/fast-track planhelp@portphillip.vic.gov.au