

# Application for Planning Permit

Planning Enquiries  
Phone: (03) 9518 3555  
Web: [www.monash.vic.gov.au](http://www.monash.vic.gov.au)

Use this form to make an application for a planning permit and to provide the information required by section 47 of the *Planning and Environment Act 1987* and regulations 15 and 38 of the *Planning and Environment Regulations 2005*.

**▲ Privacy notice** Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process in accordance with section 51 of the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

**▲ Note:** This form cannot be used to amend a permit.

If the space provided on this form is insufficient, please attach a separate sheet.

## Need help with the application?

If you need help to complete this form, read *How to complete the Application for Planning Permit form*. For more information about the planning process, refer to *Planning: a Short Guide*. These documents are available from council.

Contact council to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

- ① Has there been a pre-application meeting with a council officer?

Yes  No

If yes, with whom?:

Date: DD / MM / YYYY

## The land

- ② Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address

Street No.:

Street Name:

Suburb/Locality:

Postcode:

Formal Land Description

**▲** This information can be found on the certificate of title.

Lot No.:

on Lodged Plan, Title Plan or Subdivision Plan No.:

OR

Crown Allotment No.:

Section No.:

Parish Name:

- ③ Title information.

Attach a full, current copy of title information for each individual parcel of land, forming the subject site.

- ④ Describe how the land is used and developed now.

eg. single dwelling, three dwellings, shop, factory, medical centre with two practitioners, licensed restaurant with 80 seats.

- ⑤ Plan of the land.

Attach a plan of the existing conditions. Photos are also helpful.

## The proposal

**▲** You must give full details of your proposal and attach the information required to assess the application.

If you do not give enough detail or an adequate description of the proposal you will be asked for more information. This will delay your application.

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

Read *How to complete the Application for Planning Permit form* if you need help in describing your proposal.

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- 7 Additional information about the proposal.

Contact council or refer to council planning permit checklists for more information about council's requirements.

Attach additional information providing details of the proposal, including:

- Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.
- Plans showing the layout and details of the proposal.
- If required, a description of the likely effect of the proposal (eg. traffic, noise, environmental impacts).

- 8 Encumbrances on title.

Encumbrances are identified on the certificate of title.

Is the land affected by an encumbrance such as a restrictive covenant, section 173 agreement or other obligation on title such as an easement or building envelope?

- No, go to 9.
- Yes,  Attach a copy of the document (instrument) specifying the details of the encumbrance.
- Does the proposal breach, in any way, the encumbrance on title?
- No, go to 9.
- Yes, contact council for advice on how to proceed before continuing with this application.

### **▲** Note

Council must not grant a permit that authorises anything that would result in a breach of a registered restrictive covenant (sections 61(4) and 62 of the *Planning and Environment Act 1987*). Contact council and/or an appropriately qualified person for advice.

**Is this a VicSmart Application?** Yes  No

Your application may qualify as a VicSmart Application if your application is:

1. To remove **one** tree in a Vegetation Protection Overlay
2. To construct a building or carry out works in a Special Building Overlay
3. To display one sign
4. To reduce the required number of car parking spaces required by no more than 10 spaces
5. To construct a fence
6. An application for minor demolition/buildings and works under a Heritage Overlay
7. To construct/alter a building to a value of \$100,000 in a Residential Zone, \$1m in an Industrial Zone, or \$500,000 in a Commercial or Special Use Zone (SUZ)
8. To Subdivide Land (Please contact Council for advice on your eligibility)

Please contact Council if you require any further information on whether your application qualifies as a VicSmart application. Further information is also available on Council's website.

## Costs of buildings and works/permit fee

Most applications require a fee to be paid. Where development is proposed, the value of the development affects the fee. Contact council to determine the appropriate fee.

- 9 Estimated cost of development for which the permit is required.

Cost \$

**▲** You may be required to verify this estimate.

Write 'NIL' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

- 10 Do you require a receipt for the permit fee?

Yes  No

## Contact, applicant and owner details

⑪ Provide details of the contact, applicant and owner of the land.

### Contact

The person you want Council to communicate with about the application.

Name:	
Organisation (if applicable):	
Postal address:	
	Postcode: <input type="text"/>
Contact phone:	<input type="checkbox"/>
Mobile phone:	<input type="checkbox"/>
Email:	<input type="checkbox"/>
Fax:	<input type="checkbox"/>
Indicate preferred contact method	

### Applicant

The person or organisation who wants the permit.

<input type="checkbox"/> Same as contact. If not, complete details below.	
Name:	
Organisation (if applicable):	
Postal address:	
	Postcode: <input type="text"/>

### Owner

The person or organisation who owns the land.

<input type="checkbox"/> Same as contact	<input type="checkbox"/> Same as applicant
Where the owner is different from the applicant or contact, provide the name of the person or organisation who owns the land.	
Name (if applicable):	
Organisation (if applicable):	
Postal address:	
	Postcode: <input type="text"/>

## Checklist

⑫ Have you?

<input type="checkbox"/>	Indicated whether your application is a Vic Smart application or not?
<input type="checkbox"/>	Filled in the form completely?
<input type="checkbox"/>	Paid or included the application fee?
<input type="checkbox"/>	<input checked="" type="checkbox"/> Attached all necessary supporting information and documents?
<input type="checkbox"/>	Completed the relevant council planning permit checklist?
<input type="checkbox"/>	Signed the declaration on the next page?

# Declaration

13 This form must be signed.  
Complete one of A, B or C

⚠ Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

## A Owner/Applicant

I declare that I am the applicant and owner of the land and all the information in this application is true and correct.

Signature

Date:   /   /

## B Owner

I declare that I am the owner of the land and I have seen this application.

Signature

Date:   /   /

## Applicant

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

Signature

Date:   /   /

## C Applicant

I declare that I am the applicant and:

- I have notified the owner about this application;
- and all the information in this application is true and correct.

Signature

Date:   /   /

# Lodgement

Lodge the completed and signed form and all documents with:

For help or more information

Monash City Council

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