

Contact: Bethanie La Terra
Direct line: 03 9691 0221
Email: BLaTerra@besthooper.com.au
Partner: Tania Cincotta
Our Ref: TC:BLT:250180



3 April 2025

Crown Land
C/- City of Monash, PO Box 1,
GLEN WAVERLEY VIC 3150



Dear Sir/Madam,

VCAT Reference No. P249/2025
134 Drummond Street, Oakleigh VIC 3166

We act for the Permit Applicant/Applicant for Review in the above proceeding.

Our client has lodged an Application for Review pursuant to Section 79 of the *Planning and Environment Act 1987* (Vic) against Monash City Council's failure to grant Planning Permit No. TPA/55499 (**Permit Application**) within the prescribed time (**Application for Review**). The Permit Application seeks permission for a partial demolition of existing structures, extension of an existing building, a reduction in carparking, erection of signage and change of use from a dwelling to childcare centre.

We have been directed to provide you notice of our client's Application for Review pursuant to an order of the Victorian Civil and Administrative Tribunal (**Tribunal**) dated 21 March 2025 (**Order**). Accordingly, please find enclosed, by way of service, the following:

- 1. A copy of the Application for Review (excluding references/attachments); and
- 2. A copy of the Order.

As outlined in the above Order, the following dates are relevant to this proceeding:

Compulsory Conference	5 May 2025 10.00 am – 1.00 pm (In Person) VCAT Melbourne, 55 King Street, MELBOURNE VIC 3000
Hearing Date (only if the proceeding is not fully settled beforehand by consent or at Compulsory Conference)	21, 22 & 23 July 2025 10.00 am - 4.30 pm (In Person) VCAT Melbourne, 55 King Street, MELBOURNE VIC 3000

If you wish to participate in this proceeding, you are required to complete a Statement of Grounds form and, if necessary, pay the relevant fee via the online portal:

<https://www.vcat.vic.gov.au/documents/forms/statement-grounds-planning>

A copy of your Statement of Grounds form must be filed with VCAT and served on Council and our office. **This must occur no later than 29 April 2025.**

If you do not wish to participate in this proceeding, please disregard this letter.

Yours faithfully

Best Hooper

Tania Cincotta
Partner

Enc.

APPLICATION BY A PERMIT APPLICANT FOR A REVIEW OF A PLANNING DECISION

VCAT

victorian civil &
administrative
tribunal

VCAT reference number (Office use only):

P

WHAT YOU CAN APPLY FOR

As a permit applicant, you can apply to have VCAT review a decision by a responsible authority (usually a council) about your planning permit.

Under the *Planning and Environment Act 1987*, you can apply for a review of the following:

- Refusal to grant a permit or amend a permit (section 77)
- Failure to grant a permit within the prescribed time (section 79)
- Conditions in a Notice of Decision, permit or amended permit (section 80)

You must apply for a review within the time limit. For more information about time limits, go to www.vcat.vic.gov.au/permitapplicant.

If you are applying outside the time limit, you can ask VCAT for a time extension to make your application. You will need to explain why you did not apply within the timeframes. VCAT may not grant a time extension.

To apply for a review due to a failure to grant a permit within the time prescribed in the Act, you must also complete an Elapsed Days form. Go to www.vcat.vic.gov.au/elapseddays.

DECISION TO BE REVIEWED

1. What decision do you want VCAT to review?

Section 79 of the Planning and Environment Act 1987 - Application to review failure to grant permit

If a failure to grant a permit or amended permit within the prescribed time - skip to Question 3.

2. When did the responsible authority make its decision?

Date:

3. Are you applying within the time limit? If Yes, skip to Question 5.

Yes

4. If no, explain why you are making the application outside of the time limits.

WHO IS MAKING THIS APPLICATION?

5. Who is making this application?

A company

6. Full name of the individual, body corporate, company or authority making this application.**7. Are you the person named as the permit applicant on the permit application form? If Yes, skip to Question 9.****8. Explain your interest in the land.**

This will help VCAT decide whether to amend the name of the permit applicant. Please attach relevant documents, such as a copy of the title. You can do so at the bottom of this form.

9. Do you wish to be identified as a person of Aboriginal and/or Torres Strait Islander descent?**10. What is your address?**

This will be the address VCAT uses to correspond with you. It must be an address in Victoria. If you have a representative, we will send all our notices to your representative's address instead.

Street address

Suburb

State

Postcode

Phone number

Email

11. Is this a joint application?**IS SOMEONE REPRESENTING YOU?**

If you nominate a representative, we will send all our correspondences to your representative's address instead of your address. It must be an address in Victoria.

12. Is someone representing you? If No, skip to Question 14.**13. Details of your representative:**

Organisation name (if applicable)

Full name of representative

Street address	Level 12/10 Queen Street		
Suburb	Melbourne	State	VIC
		Postcode	3000
Phone number	(03) 9670 8951		
Email	blaterra@besthooper.com.au		

ABOUT THE APPLICATION FOR A PERMIT OR AMENDED PERMIT**14. Name of responsible authority:****15. Permit application number:****16. Address of the land related to the permit application:****17. Is this a VicSmart application?****18. What is the development's estimated cost?**

This is usually the cost specified in the permit application. The estimated cost determines the application fee you must pay. For more details, go to www.vcat.vic.gov.au/planningfees.

Enter the cost in dollars. Do not include commas (,), nor the dollar sign (\$).

19. What is the permit application for?**20. Give a brief description of the proposal.****21. Was the permit application advertised? If No, skip to Question 23.****22. How many objections were lodged?****23. Do any third party notice exemptions apply to the permit application? If No, skip to Question 25.**

24. List the relevant planning scheme clauses for the exemptions?

Clause 52.06-4 for a reduction in car parking

25. If the permit application is about amending a permit, has the permit expired?

No

REASONS FOR THE APPLICATION

Complete this section **unless** it is about a failure to grant a permit within the prescribed time (section 79). If you are applying about the conditions in a Notice of Decision, permit or amended permit (section 80), state all conditions you want reviewed and your reasons for wanting each reviewed.

26. State your reasons for applying.

N/A- Section 79 appeal

HEARING ARRANGEMENTS

You can request to have your case heard in the Major Cases List and/or Short Cases List. You can also ask for a practice day hearing or preliminary hearing. We will decide if it is appropriate to grant your request.

The Major Cases List fast tracks some cases. It means your case is resolved quicker, but you will need to pay an application fee and an additional fee to enter the Major Cases List. To check fees, go to www.vcat.vic.gov.au/planningfees.

27. Are you applying for any of the following? If you select Short Cases List, skip to Question 29.

Major Cases List	<div>Yes</div>
Short Cases List	<div>No</div>

28. Are you applying for a practice day hearing or preliminary hearing?

29. Tell us if there is anything else you want us to consider when we arrange a hearing.

For example, provide details of any related VCAT cases or ask for the hearing to take place at a specific VCAT venue.

PRESENTING YOUR CASE

30. How much time will you need to present your entire case at a final hearing?

Estimate the time you need to present, including time needed by any expert witnesses you will call.

hours

minutes

31. How many expert witnesses will you call?

32. List the areas of expertise for your expert witnesses.

To be confirmed: Planning, Traffic, Landscape

33. If you want VCAT to determine a specific question of law, state the precise question/s of law.

HEARING ASSISTANCE

If you are concerned about being in the same room as someone who will attend the hearing, we can make special arrangements to ensure your safety.

We can also arrange to have an interpreter for anyone who needs to attend the hearing or assist people with disability (eg. hearing loops).

These special arrangements are free.

34. Does anyone attending the hearing need an interpreter?

If yes, tell us who needs an interpreter and in what language:

35. Does anyone attending the hearing require any other type of special assistance?

E.g. Hearing loop, wheelchair access, additional arrangements for personal safety.

If yes, tell us who needs any other type of special assistance and what they require:

ACKNOWLEDGEMENT

By completing this application, I understand and acknowledge that:

- ☒ To the best of my knowledge, all information provided in this application is true and correct.
- ☒ It is an offence under section 136 of the *Victorian Civil and Administrative Tribunal Act 1998* to knowingly give false or misleading information to VCAT.

Full name of person completing this form: Nelson Buchholz

Date of acknowledgement: 18/03/2025

ABOUT VCAT FEES

VCAT fees are charged according to three levels:

- **corporate fees** for businesses and companies with a turnover of more than \$200,000 in the previous financial year, corporate entities and government agencies
- **standard fees** for individuals, not-for-profit organisations, and small businesses and companies with a turnover of less than \$200,000 in the previous financial year. Companies must provide a statutory declaration to support this claim
- **concession fees** for people who hold the Australian Government Health Care Card. You must provide a copy of your card with your application. We do not accept Pensioner Concession Cards or Department of Veteran Affairs health cards.



To find out if you need to pay an application fee and how much it costs, go to www.vcat.vic.gov.au/fees.

Which fee category are you applying for?

Corporate

FEE RELIEF

We can reduce or not charge (waive) a VCAT fee in certain circumstances.

Some people are automatically entitled to a full fee waiver. You can also apply for fee relief if paying the fee would cause you financial hardship. For more information about fee relief, go to www.vcat.vic.gov.au/feerelief.

If you are applying for fee relief, complete the [Fee Relief form](#) and attach it to this application. You can do so at the bottom of this form.

Are you applying for fee relief?

No

WHAT HAPPENS NEXT

If you have provided your email address, you will shortly receive an email from us with instructions about next steps including how to make payment (if applicable). If you have not provided an email address and payment is required, VCAT will contact you by telephone about making payment.

After we receive your application and open a VCAT case, we will send you and all other parties an order setting out what happens next, including dates to come to VCAT. The order will tell you the venue, time and date you must go to VCAT.

The order will also have your VCAT reference number. The number starts with 'P' and ends with the year the application was lodged (e.g. P1/2020). Quote the reference number in all correspondences and documents about your case.

Contact us if you do not hear from us within two weeks of submitting your application.

ATTACH THESE DOCUMENTS TO YOUR APPLICATION

You must attach the following:

- Copy of the decision to be reviewed (except in section 79 applications)
- Copy of the permit application form and certificate of title
- Copy of the permit, if relevant
- Copy of any officer's report assessing the permit application, if relevant
- Copy of the permit application or decision plans
- Copy of the VicPlan Planning Property Report that details the planning controls that apply to the land (such as zoning and overlays) and whether the land is in an area of Aboriginal Cultural Heritage Sensitivity or is identified as being bushfire prone
- If a cultural heritage management plan (CHMP) under the *Aboriginal Heritage Act 2006* is required, attach the approved CHMP
- If a cultural heritage management plan (CHMP) under the *Aboriginal Heritage Act 2006* is not required, attach a certified preliminary Aboriginal heritage test or other statement of reasons about why a CHMP is not required. This may include a copy of a due diligence statement prepared by an Aboriginal heritage consultant
- Completed Elapsed Days form – for section 79 applications

In addition to the above, please attach any other documents in support of your application.

Attachments to this application:

Title	File Name

Large files

For any file larger than 128MB a sharing link is required.
Please list (by line) the name of each file that is bigger than 128MB followed by the hyperlink.

<https://besthooper.sharepoint.com/:f:/s/Planning/EiWiTVktlgIEi6fmpi0vht4B4iKBjLfwUiuPdIZ3frEuFg?e=Lq3v1A>

NEED HELP WITH YOUR APPLICATION?

If you have any questions about completing this form, contact our Customer Service team:

- email admin@vcat.vic.gov.au
- call 1300 01 8228 (1300 01 VCAT) between 9 am and 4.30 pm Monday to Friday
- go to the Victorian Civil and Administrative Tribunal, Ground Floor, 55 King Street, Melbourne VIC 3000. We are open Monday to Friday from 8.30 am to 4.30 pm.

PRIVACY INFORMATION

For a copy of VCAT's privacy statement, go to www.vcat.vic.gov.au/privacy.

VICTORIAN CIVIL AND ADMINISTRATIVE TRIBUNAL

PLANNING AND ENVIRONMENT LIST

VCAT REFERENCE NO. P249/2025
PERMIT APPLICATION NO. TPA/55499

APPLICANT	Coptic Orthodox Church (Victoria) Property Trust
RESPONSIBLE AUTHORITY	Monash City Council
SUBJECT LAND	134 Drummond Street OAKLEIGH VIC 3166
DATE OF ORDER	21 March 2025

ORDER

Hearings

- 1 This application is listed for a compulsory conference and a hearing as detailed below.

If there is any change to these details, the Tribunal will notify you.

Compulsory Conference:	
Date and time	5 May 2025 10.00 am – 1.00 pm
Conduct	In Person
Place	VCAT Melbourne, 55 King Street, MELBOURNE VIC 3000

Major Cases Hearing:	
Date and time	21, 22 & 23 July 2025 10.00 am - 4.30 pm
Conduct	In Person
Place	VCAT Melbourne, 55 King Street, MELBOURNE VIC 3000

Details of the location of the compulsory conference and hearing will be published on the Tribunal’s website, under ‘Upcoming Hearings’ on the afternoon of the day prior to the hearing – www.vcat.vic.gov.au/upcoming-hearings

What the applicant must do

- 2 By **26 March 2025** the applicant must give the following documents to the responsible authority:
- a copy of the application and all attachments;
 - any other material given to the Tribunal; and



- a copy of this order.
- 3 By **8 April 2025** the applicant must give notice of the application in accordance with the directions set out in Appendix A and the information received from the responsible authority in response to order 5.
 - 4 By **30 April 2025** the applicant must give to the Tribunal:
 - a completed statement of notice;
 - a list of names and addresses of all persons and authorities who were notified;
 - a sample of the letter sent with the documents; and
 - all other information required by the statement of notice.

If a statement of notice is not given to the Tribunal by **30 April 2025**, this application may be struck out. No reminder will be sent.

What the responsible authority must do

- 5 By **2 April 2025** the responsible authority must give the following to the applicant and to the Tribunal:
 - the names and addresses of all persons who should be notified of the application;
 - details of all referral authorities who should be notified of the application; and
 - details of any other form of notice which should be given (such as the display of a sign on the land and/or publication of notice in the newspaper).
- 6 By **7 April 2025** the responsible authority must give the information required by the Tribunal's Practice Notice **PNPE2 – Information from Decision Makers (PNPE2)** to the Tribunal, unless this material has already been given in another related proceeding. The responsible authority must give a copy of the completed table of Practice Note PNPE2 to the applicant. The attachments do not need to be given to the applicant.
- 7 No later than **5 business days** before the hearing the responsible authority must give the Tribunal and all parties a draft of the conditions to which the permit should be subject if it is granted.

The draft conditions must be provided to the Tribunal in electronic Word format and must be sent to admin@courts.vic.gov.au

(Note: this does not apply in applications under section 80 of the *Planning and Environment Act 1987* (Vic) for a review of conditions in a permit.)

Statement of grounds

- 8 If you are entitled to become a party to this proceeding and want to take part, you must complete a Statement of Grounds online at



www.vcat.vic.gov.au/respondplanning and give a copy to the responsible authority and the applicant by **29 April 2025**.

(Note: you must also pay a fee. Information regarding fees is available at www.vcat.vic.gov.au/fees. A fee does not apply to referral authorities.)

WHAT ALL PARTIES MUST DO

Compulsory conference

- 9 All parties must attend the compulsory conference either in person or by a representative who has permission to settle the proceeding on their behalf.
(Note: See more information in Appendix B of this order.)
- 10 No later than **10 business days** before the compulsory conference the applicant must give all parties a copy of any amended plans it wants to discuss or rely upon at the compulsory conference.
- 11 No later than **5 business days** before the compulsory conference the responsible authority must give the Tribunal and all parties a copy of draft permit conditions that may be discussed at the compulsory conference. A copy of the conditions must be brought to the compulsory conference in electronic Word format.
- 12 Any document to be relied on for the compulsory conference that is provided to the Tribunal must be clearly marked "**For Compulsory Conference**".

Hearing

- 13 No later than **5 business days** before the hearing, the parties must provide an electronic copy of their submissions and associated material (such as supporting documentation, case law and photographs) to the Tribunal and all parties. The copy for the Tribunal must be sent to admin@courts.vic.gov.au
- 14 All expert evidence must be filed and served in accordance with the Tribunal's Practice Note PNVCAT2 Expert Evidence.

Requests for procedural orders

- 15 Any request for procedural orders from the Tribunal must be made in writing and a copy must be given to all parties.

Tribunal Book

- 16 No later than **5 business days** before the hearing, the applicant must provide an electronic copy of a Tribunal Book to the Tribunal and all parties. The copy for the Tribunal must be sent to admin@courts.vic.gov.au

Information on the content and format requirements of the Tribunal Book is available at www.vcat.vic.gov.au



Amended name

- 17 Pursuant to clause 64 of Schedule 1 of the *Victorian Civil and Administrative Tribunal Act 1998* (Vic) the permit application is amended by changing the name of the permit applicant to:

Coptic Orthodox Church (Victoria) Property Trust

Katherine Paterson
Member



HELP AND SUPPORT

Information for all parties is available at the Tribunal's website
www.vcat.vic.gov.au

For information about what happens after you make your application, visit
www.vcat.vic.gov.au/afterapplyplanning

For information about responding to an application visit
www.vcat.vic.gov.au/respondplanning

If you are not able to access the website, contact the Tribunal on 1300 01 8228
Monday to Friday 9:00am to 4:30pm to request a paper copy.

To find out about the Tribunal's support services such as interpreters, disability
support and security, visit www.vcat.vic.gov.au/support



VCAT Victorian Civil & Administrative Tribunal

APPENDIX A

HOW MUST THE APPLICANT GIVE NOTICE OF THIS APPLICATION?

This order requires the applicant to give notice of the application.

If, in response to order 5 the responsible authority has advised that no notice is needed, the applicant is not required to give notice of the application.

If in response to order 5 the responsible authority has advised that notice is required to be given, the notice must include the following (as applicable):

- Sending to the persons and any referral authorities identified by the responsible authority:
 - a copy of the application for review, including your statement of grounds (the attachments do not need to be given);
 - a copy of this order;
 - a letter that must:
 - explain that an application for review has been made to the Tribunal,
 - include a description of the proposal,
 - advise that they must complete a Statement of Grounds form online at www.vcat.vic.gov.au/respondplanning in order to take part in the proceeding,
 - specify the date in Order 8 as the date by which any Statement of Grounds form must be completed online and a copy given to the responsible authority and to the applicant, and
 - if applicable, include a statement identifying those matters within the permit application for which there is no right of review under section 82 of the *Planning and Environment Act 1987* (Vic).
- If the responsible authority has advised that a sign must be displayed on the land, this must be done by the date specified in order 3. You must use the sign provided by the Tribunal and it must be completed to include all the required information. You must maintain the sign in good order and condition for not less than 14 days from the day it is put up on the land.
- If the responsible authority has advised that notice of the application must be published in a newspaper, this must be done within 7 days of the date specified in order 3.

Any sign displayed on the land and any notice published in the newspaper must:

- Explain that if a person wants take part in this proceeding, they must complete a Statement of Grounds form online at www.vcat.vic.gov.au/respondplanning
- Specify that the completed Statement of Grounds form must be completed online, and a copy given to the responsible authority and to the applicant, by the date specified in order 8.
- Specify the dates and times of the practice day hearing, any preliminary hearing, the compulsory conference, and the hearing as specified in order 1.
- If applicable, set out those matters within the permit application for which there is no right of review under section 82 of the *Planning and Environment Act 1987* (Vic).

Dispute about notice

If the applicant disagrees with the responsible authority about the extent of notice to be given, or the responsible authority fails to give the information by the date specified in order 5, the applicant may request an urgent practice day hearing to resolve the dispute.



VCAT Victorian Civil & Administrative Tribunal

APPENDIX B

COMPULSORY CONFERENCE INFORMATION SHEET

What is a compulsory conference?

A compulsory conference is a private meeting between the parties to the proceeding.

With the assistance of a Tribunal member the parties can explore options to reach an agreement on all or some of the matters in dispute. The parties should come with an open mind and flexibility in considering options that could resolve the case.

Unless all parties agree, evidence of anything said or done in the course of a compulsory conference (including any document provided to the Tribunal for the purpose of the compulsory conference) is not admissible in any hearing before the Tribunal in the proceeding.

More information about compulsory conferences is available on the Tribunal's website at www.vcat.vic.gov.au and in **VCAT Practice Note PNVCAT4 – Alternative Dispute Resolution (ADR)**.

Requirement to attend compulsory conference

If you are a party, you **must** attend the compulsory conference in person or by a representative who has written permission to settle the proceeding on your behalf. If you do not attend, the matter may be resolved in your absence and you may be struck out as a party. If all the parties present at the compulsory conference agree, the Tribunal may make a final order or make other orders that may affect you in an adverse way.

The Tribunal may make any of the following orders under the *Victorian Civil and Administrative Tribunal Act 1998* (Vic):

- If you are the applicant, your application may be dismissed or struck out.
- If you are not the applicant, you may be struck out as a party. This means that you can take no further part in the proceeding, including the hearing.
- The matter may also be settled, for example, by approving the proposal with or without changes.
- You may be ordered to pay the costs of the other parties in certain circumstances.

Who may attend a compulsory conference?

Only parties to the proceeding may attend a compulsory conference.

A person is a 'party' to the proceeding if the person:

- lodged an objection to the planning application
- has given a completed Statement of Grounds form to the Tribunal by the due date and paid the fee
- has indicated in their Statement of Grounds form that they intend to participate in the hearing

The following persons are NOT a party to a proceeding:

- a person who did not lodge an objection to the permit application
- a person who did not give their Statement of Grounds form by the due date and/or did not pay the fee
- a person who has indicated on their Statement of Grounds that they do not intend to participate in the hearing



If you are not a party to the proceeding but wish to be heard, you can attend at the start of the compulsory conference and ask the Tribunal to join you as a party to the proceeding. You will need to explain why you should be joined as a party to the proceeding. Other parties will also be given the opportunity to tell the Tribunal whether they agree or disagree about you being joined as a party. The Tribunal will then make a decision to join you as a party or not.

If you are not joined as party, you cannot take any further part in the compulsory conference and the Tribunal may make a final order or make other orders that may affect you in an adverse way.

A party who is struck out because they do not attend a compulsory conference cannot participate in any further compulsory conference or hearing.

What happens if agreement is reached at the compulsory conference?

If the parties present at a compulsory conference reach agreement, the Tribunal may make a final order to give effect to the agreement without a hearing being required. This can include allowing the proposal with or without changes.

What happens if agreement is not reached at the compulsory conference?

If parties present at the compulsory conference do not reach an agreement, a hearing date/s will be confirmed. An order will be issued by the Tribunal.

What happens if a partial agreement is reached at the compulsory conference?

If the parties reach agreement about some issues but not others, the hearing will proceed. If the parties present agree, the Tribunal may make an order that limits the issues to be considered at the hearing or specifies issues that will not be able to be considered. The Tribunal may also make further orders that restrict the ability of parties to raise any matters that were resolved at the compulsory conference.

What should you bring to the compulsory conference?

Parties should come to the compulsory conference with a summary of their issues and solutions. This could include possible changes that could be made to the proposal in order to address your concerns or the concerns of other parties. The attached 'Summary of Issues and Solutions for a Compulsory Conference' may be used. The applicant for the permit should bring an extra copy of any relevant plans including elevations.



VCAT

Victorian Civil &
Administrative Tribunal

PLANNING AND ENVIRONMENT LIST
SUMMARY OF ISSUES AND SOLUTIONS FOR A COMPULSORY
CONFERENCE

VCAT reference number	P249/2025
Applicant	Coptic Orthodox Church (Victoria) Property Trust
Responsible authority	Monash City Council
Your name	

It is suggested that each party identify key issues and potential solutions before the compulsory conference. This will help to clarify the key issues that the parties consider most important to them and possible solutions.

Most important issues in dispute from your perspective (including any legal matters) Use additional pages if required

What potential solutions would you consider? Use additional pages if required

Signature: _____ Date: _____



PLANNING AND ENVIRONMENT LIST

STATEMENT OF NOTICE

To be completed by or for the applicant

Subject Land	134 Drummond Street OAKLEIGH VIC 3166	VCAT Ref: P249/2025
---------------------	--	----------------------------

I,(Print full name)
of(Print name of firm, if relevant)
.....(Print address)
.....

STATE to the Victorian Civil and Administrative Tribunal (VCAT) that:

1. On (*date of service*) I served a copy of the application and all attachments and other material filed with the Tribunal and a copy of the initiating order on the responsible authority.
2. (*Only complete if applicable*) I caused Notice of the Application to VCAT to be given by publishing the notice in the following newspapers.

Name of Newspaper	Date of Publication

I attach clippings of the notices published.

3. (*Only complete if applicable*) On (*date of erection*) I caused Notice of the Application to VCAT to be given by erecting a sign on the subject land.

Such notice was maintained in good condition on the land for not less than 14 days until it was removed on (*date of removal*)

I erected the following number of signs in the following locations:

Number of signs erected (total)	
Location of signs erected: Specify each street frontage or other location	

I attach the following document (*tick as applicable*)

- ☐ Original sign erected on the land
☐ True copy of the completed sign erected on the land



4. On (date of service) I served the following documents on each of the persons specified below by post*/by email*/in person*. (**delete whichever does not apply*)

Documents served:

- a copy of the application (excluding attachments) and any other relevant documents required to be served by VCAT's initiating order;
- a copy of the VCAT initiating order;

Persons served: (tick as appropriate)

- ☐ any referral authorities
- ☐ those persons set out in the attached list I obtained from the relevant municipal council or other responsible authority
- ☐ any person directed by the Tribunal
- ☐ any other person or authority

5. I attach copies of the following documents.

Documents attached: (tick as appropriate)

- ☐ list of names and addresses of all persons or authorities served
- ☐ copy of sample cover letter sent with documents served

ALTERNATIVELY

6. There are no objectors or referral authorities to serve because:

- ☐ The responsible authority did not require notice to be given to anyone
- ☐ The permit application is exempt from third party notice and review rights

I understand that knowingly giving false or misleading information to VCAT may result in imprisonment or fine (section 136 of the *Victorian Civil and Administrative Tribunal Act 1998* (Vic)).

Signature Date.....

