Application for Planning Permit

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.

Supplementary information requested in this form should be provided as an attachment to your application. Please print clearly or complete the form electronically (refer to How to complete the Application for Planning Permit form).

Privacy notice

Information collected with this application will only be used to consider and determine the application. It will be made available for public inspection in accordance with section 51 of the Planning and Environment Act 1987.

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 your local council, the Planning Information Centre (Ph: 03 9637 9631), 8 Nicholson Street, Melbourne, or www.dee.wic.gov.au/planning.

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.

3. Title information.

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 100 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.

5. 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.

7. Additional information about the proposal.
Contact council or refer to council planning permit checklists for more information about council’s requirements.

8. Encumbrances on title.
Encumbrances are identified on the certificate of title.

☑ 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 (e.g. traffic, noise, environmental impacts).

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.

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 ‘N/A’ if no development is proposed (e.g. 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

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:

Contact phone:

Mobile phone:

Email:

Please note that information associated with this application might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.

Applicant
The person or organisation who wants the permit.

Same as contact, if not, complete details below.

Name:

Organisation (if applicable):

Postal address:

Postcode:

Owner
The person or organisation who owns the land.

Same as contact 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:

Checklist

Have you?

☐ Filled in the form completely?
☐ Paid or included the application fee?
☒ Attached all necessary supporting information and documents?
☐ Completed the relevant council planning permit checklist?
☐ Signed the declaration on the next page?
Declaration

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: D D / M M / Y Y Y Y

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

Signature

Date: D D / M M / Y Y Y Y

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

Signature

Date: D D / M M / Y Y Y Y

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: D D / M M / Y Y Y Y

Lodgement

Lodge the completed and signed form and all documents with:

Moreland City Council
Locked Bag 10, MORELAND VIC 3058
90 Bell Street, MORELAND VIC 3058
Telephone: (03) 9240 1111
Fax: (03) 9240 1212
Email: info@moreland.vic.gov.au
TTY: (03) 9240 2256
Translation: Chinese (03) 9280 1910, Italian (03) 9280 1911, Greek (03) 9280 1912, Arabic (03) 9280 1913, Turkish (03) 9280 1914, Vietnamese (03) 9280 1915, Spanish (03) 9200 1916, Croatian (03) 9200 1917, Polish (03) 9200 1918 and all other languages (03) 9280 1919