

# Planning application lodgement requirements



The items in this list must be provided by planning applicants when lodging an application. If any of the items on the list are not provided, Council will contact you before accepting the application.

## The minimum requirement for applications must include:

A complete and recent copy of Certificate of Title for the property, including:

- The Registered Search Statement.
- The title diagram (ie; the Lodged Plan, Title Plan or Plan of Subdivision).
- Copies of any encumbrances like covenants or agreements.  
*Referred to as 'Instruments' on the Certificate of Title.*



The *Certificate of Title* is obtained from **Landata** – Council do not have access to Titles. When a property search is complete you will receive multiple PDF files; all must be submitted with the application.

Application plans to accurately reflect the proposal.



Applications cannot be accepted until plans are submitted.

A completed Application Form or online form, which must contain:

- Site street address OR formal land description (matching the *Certificate of Title*)
- Whether any encumbrances on *Certificate of Title* are breached
- Details of the owner to match *Certificate of Title*
- Where an application is for development, the estimated cost of the proposed development
- If the permit applicant is not the owner of the land, a signed declaration that the applicant has notified the owner about the application

All prescribed fees to be paid at the time of lodgement.



Payment of fees can be made via Council's online payment portal. Applications may not progress until payment is made. For more information about applicable planning fees, visit **Prepare and submit your Planning Application**

If necessary, a current levy certificate that states the cost of development



This includes a Metropolitan Planning Levy (MPL) certificate when the estimated cost of development exceeds the threshold dollar value within metropolitan Melbourne. Learn more **here**.

\*If you have enquiries, you can contact us by:



**1. CALL US**

**Phone:** 1300 023 411



**2. VISIT US**

**Opening hours:** Monday to Friday, 9am - 4pm

**Wyndham City Council Office**

45 Princes Highway, Werribee, VIC 3030



**3. EMAIL US**

[mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au)