

# Planning permit process

Timings provided below are a guidance based on how long most applications take at each stage. Numerous triggers can start, stop and reset timing throughout this process. Requests for further information sent within 28 days and formal application amendments will reset the clock.

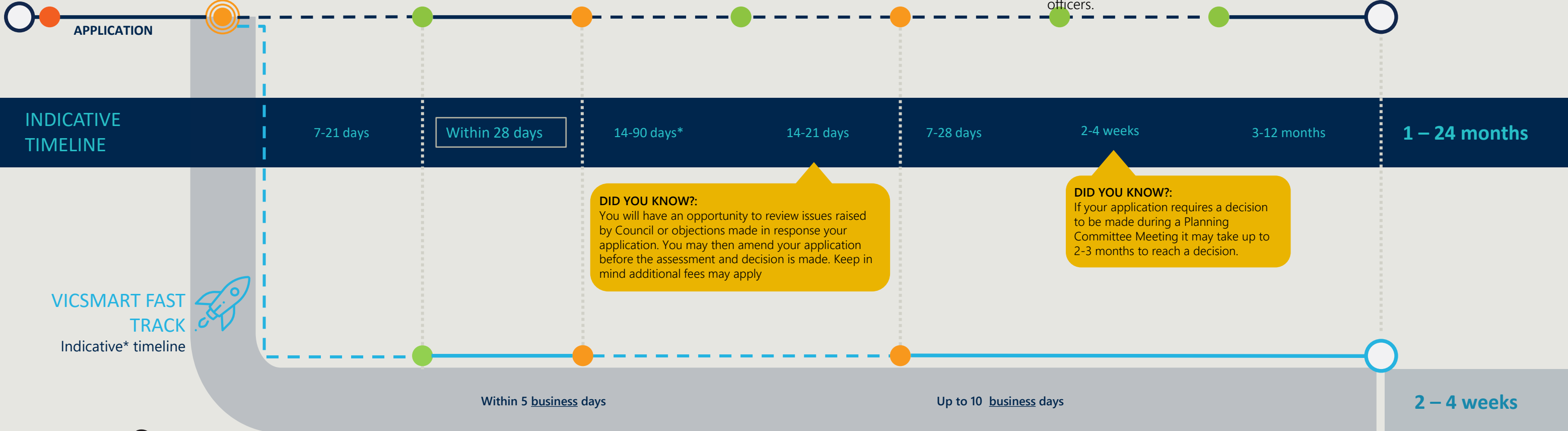


**TIP:**  
Strong engagement with Council at this point will facilitate a smoother review later in the process. We recommend requesting a [pre-application meeting](#)

**TIP:**  
A complete and high quality application can reduce the likelihood of receiving an RFI later.

**DID YOU KNOW:**  
If you submit revised plans after the application is advertised additional fees apply.

- Pre-lodgement**  
Review requirements before you apply.  
- You may require seeking professional advice externally.
- Lodgement and initial assessment**  
Ensure you have provided the required application information. During assessment Council may require to ask for referrals from external parties which can impact timelines
- Request for further information (RFI)**  
Council may request further information within the first 28 days of lodgement.
- RFI response**  
Council will review the documents you provide in response to the RFI.
- Advertisement**  
Council will advise if it necessary to advertise your plan to the public. Fees will apply if your application requires advertising.
- Assessment**  
Council assesses the application against the relevant provisions of the Wyndham Planning Scheme.
- Decision**  
The Council makes a decision. Decisions can be made at a Planning Committee Meeting or by delegated planning officers.
- Appeal decision (optional)**  
Applicant or an objector can lodge an appeal with VCAT to review the decision.
- Issue permit**  
If decision has been made Council issues a permit.



**DID YOU KNOW?:**  
You will have an opportunity to review issues raised by Council or objections made in response your application. You may then amend your application before the assessment and decision is made. Keep in mind additional fees may apply

**DID YOU KNOW?:**  
If your application requires a decision to be made during a Planning Committee Meeting it may take up to 2-3 months to reach a decision.



**DID YOU KNOW?:**  
If you meet the criteria, you can classify as a 'VicSmart' application.

**VicSmart Criteria**  
You may be eligible to apply for VicSmart. [Review requirements](#)

**LEGEND**

- Typical pathway
- VicSmart Fast Track
- - - Council has to make a decision within 60 days from lodgement (statutory clock active)
- Optional but highly encouraged step
- Only if applicable step
- Mandatory step

**VICSMART**  
Minor subdivision, buildings and works, tree removal and lopping, signs, car parking reductions.

**INDICATIVE TIMELINE**  
\*NOTE timeline is indicative and may vary based on application and due to any internal/ external referrals required.

\*Timeframes variable dependent on input of referral authorities.