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| --- | --- | --- |
| Wyndham City Council Logo**Office Use Only** | | |
| VicSmart: | 🖵 Yes | 🖵 No |
| Specify class of VicSmart application: |  | |
| Application No: | Date Lodged: / / | |
| Application for  **Planning Permit**  If you need help to complete this form, read How to complete the Application for Planning Permit form.  **Further Information Symbol** 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 under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council’s planning department.  Further Information Symbol **Questions marked with an asterisk (\*) are mandatory and must be completed.**  Further Information Symbol **If the space provided on the form is insufficient, attach a separate sheet.** | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Application type**  Is this a VicSmart Application?\* | No | | Yes | | | |
| If yes, please specify which VicSmart class or classes: | | | |  | |
| Further Information SymbolIf the application falls into one of the classes listed under Clause 92 or the schedule to Clause 94, it is a VicSmart application | | | | | |
|  | | | | | | |
| **Pre-application meeting**  Has there been a pre-application meeting with a Council planning officer? | No | | Yes | |  | | --- | | If ‘yes’, with whom?: | | | |
|  | | | |  | | --- | | Date: | | | day / month / year |
|  | | | | | |
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**The Land 🛈**

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

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|  |  |  |  | |
| **Street Address\*** | |  | | --- | | Unit No: | |  | | |  | | --- | | St. No: | |  | | |  | | --- | | St. Name: | |  | | |
|  | |  | | --- | | Suburb/Locality: | | | | |  | | --- | | Postcode: | |

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| **Formal Land Description\*** Complete either A or B  Further Information Symbol This information can be found on the certificate of title. |  |  | | |  | | |
| **A** | |  | | --- | | Lot No: | | Lodged Plan | Title Plan | Plan of Subdivision | | |  | | --- | | No: | |
| **OR** |  | | |  | | |
| **B** | |  | | --- | | Crown Allotment No: | | | | |  | | --- | | Section No: | | | |
|  |  | |  | | --- | | Parish/Township Name: | | | | | | |
|  | | | | | |  | |
| If this application relates to more than one address, please attach details. | | | | | |  | |

**The Proposal**

Further Information Symbol You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

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| * **For what use, development or other matter do you require a permit?\***   If you need help about the proposal, read: *How to Complete the Application for Planning Permit Form* | |  | | --- | |  |  |  | | --- | | Paperclip SymbolProvide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist, and if required, a description of the likely effect of the proposal. | |

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| * **Estimated cost of development for which the permit is required\*** |  |  |  | | |
| |  | | --- | | Cost $ | | | | Further Information Symbol | You may be required to verify this estimate |
|  | Insert ‘0’ if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence) | | | | |

**Existing Conditions 🛈**

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| **Describe how the land is used and developed now\***  Eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing. | |  | | --- | |  |  |  | | --- | | Paper clip SymbolProvide a plan of the existing conditions. Photos are also helpful. | | | |

**Title Information 🛈**

|  |  |
| --- | --- |
| **Encumbrances on title\***  If you need help about the title, read: How to complete the Application for Planning Permit form | Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope? |
| Yes. (if ‘yes’ contact Council for advice on how to proceed before continuing with this application.) |
| No |
| Not applicable (no such encumbrance applies). |
| |  | | --- | | Provide a full, current copy of the title for each individual parcel of land forming the subject site. Paper clip Symbol (The title includes: the covering ‘register search statement’, the title diagram and the associated title documents, known as ‘instruments’ eg restrictive covenants.) | |

**Applicant and Owner Details 🛈**

Provide details of the applicant and the owner of the land.

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| **Applicant \***  The person who wants the permit | Name:   |  | | --- | | Title: | | |  | | --- | | First Name: | | | |  | | --- | | Surname: | | | |
| |  | | --- | | Organisation (if applicable): | | | | | | |
| Postal Address   |  | | --- | | Unit No: | | |  | | --- | | St. No: | | If it is a PO Box, enter the details here:   |  | | --- | | St. Name | | | | |
| |  | | --- | | Suburb/Locality: | | | | | |  | | --- | | State: | | |  | | --- | | Postcode: | |

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| *Where the preferred contact person for the application is different from the applicant, provide the details of that person.* | Contact person’s details\* | | | Same as applicant (if so, go to ‘contact information’) | | | | |  | | --- | |  | |
| Name:   |  | | --- | | Title: | | |  | | --- | | First Name: | | | | |  | | --- | | Surname: | | | | |
| |  | | --- | | Organisation (if applicable): | | | | | | | | |
| Postal Address   |  | | --- | | Unit No.: | | |  | | --- | | St. No.: | | If it is a PO Box, enter the details here:   |  | | --- | | St. Name | | | | | | |
| |  | | --- | | Suburb/Locality: | | | | | | |  | | --- | | State: | | |  | | --- | | Postcode: | | |

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| --- | --- | --- | --- | --- |
| *Please provide at least one contact phone number \** | **Contact Information**   |  | | --- | | Business Phone: | | |  | | --- | | Email: | |
| |  | | --- | | Mobile Phone: | | |  | | --- | | Fax: | |

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| **Owner \***  The person or organisation who owns the land  *Where the owner is different from the applicant, provide the details of that person or organisation.* | Name:   |  | | --- | | Title: | | |  | | --- | | First Name: | | | |  | | --- | | Surname: | | | |
| |  | | --- | | Organisation (if applicable): | | | | | | |
| Postal Address   |  | | --- | | Unit No.: | | |  | | --- | | St. No.: | | If it is a PO Box, enter the details here:   |  | | --- | | St. Name | | | | |
| |  | | --- | | Suburb/Locality: | | | | | |  | | --- | | State: | | |  | | --- | | Postcode: | |
| |  | | --- | | Owner’s Signature (optional): | | | | | |  | | --- | | Date: | | day / month / year | | |

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| **Information Requirements**  Is the required information provided? | Contact Council’s planning department to discuss the specific requirements for this application and obtain a planning permit checklist. |
| Yes |
| No |

**Declaration 🛈  
This form must be signed by the applicant\***

|  |  |  |
| --- | --- | --- |
| Further Information Symbol  Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit | I declare that I am the applicant; and that all the information in this application is true and correct and the owner (if not myself) has been notified of the permit application. | |
| |  | | --- | | Signature: | | |  | | --- | | Date: | | day / month / year | |

**Checklist 🛈**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you:** | |  | | --- | |  | | Filled in the form completely? | | |
| |  | | --- | |  | | Paid or included the application fee? | | |  | | --- | | Further Information SymbolMost applications require a fee to be paid.  Contact Council to determine the appropriate fee. | |
| Paper clip Symbol | Provided all necessary supporting information and document? | | |
|  | |  | | --- | |  | | A full and current copy of the information for each individual parcel of land forming the subject site. | |
|  | |  | | --- | |  | | A plan of existing conditions. | |
|  | |  | | --- | |  | | Plans showing the layout and details of the proposal. | |
|  | |  | | --- | |  | | Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist. | |
|  | |  | | --- | |  | | If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts). | |
|  |  | | |
| |  | | --- | |  | | Completed the relevant Council planning permit checklist? | | |
| |  | | --- | |  | | Signed the declaration (section 7)? | | |
|  |  | | |

**Need help with the Application? 🛈**If you need help to complete this form, read How to complete the Application for Planning Permit form.

General information about the planning process is available at [www.dtpli.vic.gov.au/planning](http://www.dtpli.vic.gov.au/planning).

Assistance can also be obtained from council’s planning department

**Lodgement 🛈**

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| --- | --- | --- |
| **Lodge the completed and signed form, the fee payment and all documents with:** | Contact details for lodgement are available from council or at www.dtpli.vic.gov.au/planning-permit-application-forms | |
| **Deliver application in person, by fax, or by post:** | |
| Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above mentioned address. This is usually your local council but can sometimes be the Minister for Planning or another body. | |
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