



PLANNING PERMIT APPLICATION GUIDE

Planning in the Economic Growth Zone
December, 2019

Version

Version 7, December 2019.

Acknowledgements

This project was endorsed by the PEGZ Steering Committee[^]. The first version was worked on and trialed by the PEGZ Statutory Planning Project Team[#].

*In November 2016, the Victorian Government announced the introduction of the Economic Growth Zone (EGZ), which is not a planning zone, to the Latrobe Valley. This includes a range of financial incentives and programs to reduce regulatory barriers and improve the planning system to ensure development, investment and employment can progress in a streamlined manner with greater certainty.

[^]A three-year Victorian Government funded planning project - Planning in the Economic Growth Zone (PEGZ) - was established to help generate economic growth and ensure planning supports growth within the EGZ. The PEGZ Steering Committee oversees the PEGZ project with representatives from DELWP, the three councils in the EGZ (Baw Baw Shire, Latrobe City, Wellington Shire), Latrobe Valley Authority, Victorian Planning Authority, Regional Development Victoria and the Red Tape Commissioner. A Memorandum of Understanding was signed by all parties to ensure a strong partnership, collective collaboration and to assist with achieving the key deliverables for the project.

[#]Two project teams were established to help deliver the PEGZ project plan deliverables. The two teams were the Statutory Planning Project Team and Planning Scheme Project Team comprised planners from DELWP and the three councils within the EGZ. The aim of the project teams was to streamline the planning systems of Latrobe City, Baw Baw Shire, and Wellington Shire Councils in statutory planning processes and planning schemes.

[~]The plans were completed by Latrobe Valley Drafting, June 2019 and were reviewed by the SPPT and endorsed by the PEGZ Steering Committee.

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How to use this guide

This guide provides a series of checklists, template plan examples and general information on how to prepare and lodge a planning permit application with Council to ensure that it is processed efficiently.

This guide contains two sections:

Planning permit application preparation and lodgement

- How to prepare a planning permit application
- Checklists
- Template plan examples

General information

- Planning permit application timeframes
- Required regulatory approvals
- Relevant planning information

The guide is available from Council via:

- Online at the Council website
- Hard copy at the Council office

Background

Introduction

The Department of Land, Water and Planning (DELWP) with the three councils in the Latrobe Valley Economic Growth Zone* (Latrobe City, Baw Baw Shire and Wellington Shire) have produced this guide to help lodge satisfactory information for planning permit applications to expedite the approval process for the use and development of land. This initiative is part of the Planning in the Economic Growth Zone (PEGZ)^ project.

Purpose

This guide:

- Assists Council planners and customers to provide the required information to lodge planning permit applications.
- Accelerate the approval process for the use and development of land.
- Improves customer satisfaction and education through easy access to consistent information.
- Promotes economic growth through simplified and streamlined planning processes across the EGZ.

Best Practice

There has been an endeavor to provide all the information required for the satisfactory lodgment and assessment of a planning permit application based on the most common planning proposals. This guide is not an exhaustive list and does not account for all unique circumstances relating to the use and development of land.

Statutory Status

This guide has been:

- worked on and adopted by the PEGZ Statutory Planning Project Team#.
- endorsed by the PEGZ Steering Committee^.
- prepared by a qualified draftsman~ (development plans only)

References

For more information on the planning system please refer to the following documents and links:

- *Using Victoria's Planning System*, Department of Sustainability and Environment.
- *A Practitioners Guide to Victorian Planning Schemes*, Department of Sustainability and Environment, October 2018.
- Planning practice and advisory notes on a range of planning processes and topics are available at: www.planning.vic.gov.au/resource-library/planning-practice-notes

Contact

For more information please contact DELWP Regional Planning Services, Gippsland on (03) 5172 2533 or gipps.plan@delwp.vic.gov.au

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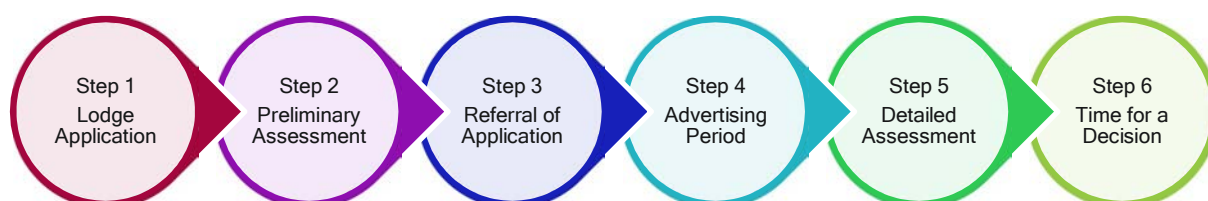
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Step by Step Guide:



Step 1: Applicant lodged application with Council.

Step 2: A preliminary assessment of the application is undertaken.

Step 3: If required under the Council's planning scheme the application will be referred to relevant agencies.

Step 4: If required or allowed by the planning scheme the application will be advertised for a period of 14 days (public notification).

Step 5: A detailed assessment of the proposal against planning policy contained in the planning scheme is undertaken.

Step 6: Once all matters have been finalised a decision will be determined.

HOW TO PREPARE A PLANNING PERMIT APPLICATION

Step 1 - Contact

PRIVATE PROPERTY

Contact Council's planning department to confirm if a planning permit and any other regulatory approvals are required. If a planning permit is required, confirm with a Council planner if it can be assessed as VicSmart*.

BUSINESS/COMMERCIAL

If starting a new business or buying an existing business, more than one permit maybe required to operate. Contact Council's business approvals team to confirm what registrations and permits are required.

Step 2 - Application Form

Complete the relevant application form (standard or VicSmart) and sign the declaration.

Step 3 - Title

Include the Certificate of Title, Plan of Subdivision and any restrictions registered on the Title (i.e. Covenant/Section 173 Agreement). The Title must be not more than 60 days old at the date of lodgment and can be obtained from www.landata.vic.gov.au/

Step 4 - Supporting Information

Include a written summary about the proposal in response to the relevant provisions of the planning scheme. Use the relevant checklist to ensure the required information is included:

- Commercial Development
- Industrial Development
- Heritage
- Licensed Premise
- Multi Dwellings
- Native Vegetation Removal
- Rural Dwelling
- Signs
- Subdivision

Step 5 - Plans

Include the proposed plans. Use the following plan examples to help determine the required information for planning permit applications:

- Two Dwellings on a Residential Lot
- Commercial Development
- Industrial Warehouse
- Agricultural Building

Step 6 - Lodgement

Lodge the planning permit application with the Council and pay the fee.

Check the Council website to see how to lodge the planning permit application by post, in person or online.

Note

Other requirements might be required depending on the proposal including (but not limited to):

- Bushfire Management Plan [www.planning.vic.gov.au/#bushfire flood amp other natural hazards](http://www.planning.vic.gov.au/#bushfire_flood_amp_other_natural_hazards)
- Cultural Heritage Management Plan www.aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans
- Garbage and Recycling Management www.epa.vic.gov.au/your-environment/waste
- Native Vegetation Removal www.environment.vic.gov.au/native-vegetation/native-vegetation
- Wastewater Treatment www.epa.vic.gov.au/your-environment/water/onsite-wastewater

Understanding all Council requirements before lodging your planning permit application can avoid requests for more information and enable a coordinated approach for the assessment process.

*VicSmart is a streamlined assessment process for certain planning permit applications involving:

- prescribed planning permit application fee
- 10-day planning permit application process
- no public notice or third-party appeal rights
- pre-set information must be lodged with an application
- Chief Executive Officer or delegate officer (planner) of council is the decision maker

For more information please refer to www.planning.vic.gov.au/planning-permit-applications/vicsmart

CHECKLISTS

Use these checklists as a guide for the necessary information to lodge a planning permit application to ensure efficient processing:

- Commercial Development
- Industrial Development
- Licensed Premise
- Heritage
- Multi Dwellings
- Native Vegetation Removal
- Rural Dwelling
- Signs
- Subdivision

Note:

These checklists are a general guide only. A Council planner will assess the application when received and if required may ask for additional information.

This checklist has been developed by the Planning in the Economic Growth Zone (PEGZ) project involving the Department of Environment, Land, Water and Planning in partnership with the three councils in the Latrobe Valley (Latrobe City, Baw Baw Shire, Wellington Shire) to support economic growth by streamlining the planning permit application process (to be deleted as appropriate).

COMMERCIAL DEVELOPMENT - PLANNING PERMIT APPLICATION CHECKLIST

A planning permit can be required for commercial development. Ask a Council planner if a planning permit is required. These planning permit applications should be accompanied with the following information.

FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form or apply online
- ☐ Pay fee
- ☐ Copy of Title not more than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
 - ☐ Section 173 Agreements (if any)

For a copy of the form and fees please refer to the Council website.

For a copy of the Title please refer to www.landata.vic.gov.au/

PLANS

- ☐ Site Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ Relevant ground levels including any proposed earthworks (cut and fill)
 - ☐ Existing or proposed easements and services
 - ☐ Location and layout of existing and proposed buildings and works including setbacks to boundaries
 - ☐ Location and use of buildings and works on adjoining land
 - ☐ All existing and proposed fences including location, height and materials
 - ☐ All existing and proposed access points, driveways, car parking and loading areas including dimensions and surface materials
 - ☐ Existing and proposed trees and landscape areas
 - ☐ Garbage and recycling disposal and storage areas
- ☐ Floor plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Proposed building layout including dimensions and floor areas
- ☐ Elevation Plans including:
 - ☐ Drawn to scale
 - ☐ Maximum height of buildings and works from natural ground level
 - ☐ Colours and materials of buildings

REPORTS

- ☐ Written response for the proposal including:
 - ☐ Existing (or former) and proposed use of land
 - ☐ Type of business and operation activities
 - ☐ Staff and patron numbers
 - ☐ Satisfying the zone, overlays and other relevant provisions of the planning scheme

For a copy of planning scheme provisions please refer to www.planning.vic.gov.au/schemes-and-amendments/browse-planning-schemes

OTHER REQUIREMENTS

Ask a Council planner if any other requirements are required including (but not limited to):

- ☐ Feature Survey prepared by a qualified Land Surveyor
- ☐ If a sign is proposed, see Signs checklist
- ☐ If subdivision is proposed, see Subdivision checklist
- ☐ Carparking Demand Assessment and/or Traffic Impact Assessment by a qualified Traffic Engineer
- ☐ Bushfire Management Plan
- ☐ Cultural Heritage Management Plan

TERMS EXPLAINED

Planning

Planning covers a broad range of issues, but is essentially about the control of the construction, growth and development of towns, cities and urban areas. Further information is available at

www.planning.vic.gov.au/_data/assets/pdf_file/0017/95012/Using-Victorias-Planning-System-2015.pdf

Planning Permit

A planning permit is a legal document that allows a certain use and/or development on land. A planning permit is not a building permit. You may need to obtain both a building permit and a planning permit. More information is available at www.planning.vic.gov.au/planning-permit-applications/do-i-need-a-permit

Under Victoria's planning system, local councils and the State Government develop planning schemes to control land use and development. They contain planning policies, zones, overlays and other provisions that affect how land can be used and developed. Further information is available at planning-schemes.delwp.vic.gov.au/about

VicSmart

VicSmart is a streamlined assessment process for straightforward planning permit applications including:

- prescribed planning permit application fee
- a 10-day planning permit application process
- applications are not advertised and there are no third-party appeal rights
- pre-set information must be submitted with an application
- the Chief Executive Officer or delegate officer (planner) of council is the decision maker

Further information is available at www.planning.vic.gov.au/planning-permit-applications/vicsmart

LODGEMENT

Check the Council website to see how to lodge the planning permit application by post, in person or online.

PLEASE NOTE

These checklists are for preapplication assessment only. An initial assessment will be undertaken upon the receipt of the planning permit application and additional information may be required once this has occurred.

OTHER COMMENTS:

This checklist has been developed by the Planning in the Economic Growth Zone (PEGZ) project involving the Department of Environment, Land, Water and Planning in partnership with the three councils in the Latrobe Valley (Latrobe City, Baw Baw Shire, Wellington Shire) to support economic growth by streamlining the planning permit application process (to be deleted as appropriate).

INDUSTRIAL DEVELOPMENT - PLANNING PERMIT APPLICATION CHECKLIST

A planning permit can be required for industrial development. Ask a Council planner if a planning permit is required. These planning permit applications should be accompanied with the following information.

FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form or apply online
- ☐ Pay fee
- ☐ Copy of Title not more than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
 - ☐ Section 173 Agreements (if any)

For a copy of the form and fees please refer to the Council website.

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PLANS

- ☐ Site Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ Relevant ground levels including any proposed earthworks (cut and fill)
 - ☐ Existing or proposed easements and services
 - ☐ Location and layout of existing and proposed buildings and works including setbacks to boundaries
 - ☐ Location and use of buildings and works on adjoining land
 - ☐ All existing and proposed fences including location, height and materials
 - ☐ All existing and proposed access points, driveways, car parking and loading areas including dimensions and surface materials
 - ☐ Existing and proposed trees and landscape areas
 - ☐ Garbage and recycling disposal and storage areas
- ☐ Floor Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Proposed building layout including dimensions and floor areas
- ☐ Elevation Plans including:
 - ☐ Drawn to scale
 - ☐ Maximum height of buildings and works from natural ground level
 - ☐ Colours and materials of buildings

REPORTS

- ☐ Written response about the proposal including (but not limited to):
 - ☐ Existing (or former) and proposed use of land
 - ☐ Type of business and operation activities
 - ☐ Staff and patron numbers
 - ☐ Satisfying the zone, overlays and other relevant provisions of the planning scheme

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OTHER REQUIREMENTS

Ask a Council planner if any other requirements are required including (but not limited to):

- ☐ Feature Survey prepared by a qualified Land Surveyor
- ☐ If a sign is proposed, see Signs checklist
- ☐ If subdivision is proposed, see Subdivision checklist
- ☐ Carparking Demand Assessment and/or Traffic Impact Assessment by a qualified Traffic Engineer
- ☐ Bushfire Management Plan
- ☐ Cultural Heritage Management Plan

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LICENSED PREMISE - PLANNING PERMIT APPLICATION CHECKLIST

A planning permit may be for a licensed premise. Ask a Council planner if a planning permit is required. These planning permit applications should be accompanied with the following information.

FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form or apply online
- ☐ Pay fee
- ☐ Copy of Title not more than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
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PLANS

- ☐ Site Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ Existing and/or proposed area for the sale or consumption of liquor outlined by a red line
 - ☐ Location and use of buildings and works on adjoining land
- ☐ Floor Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Existing and/or proposed area for the sale or consumption of liquor outlined by a red line

REPORTS

- ☐ Written response about the proposal including (but not limited to):
 - ☐ Existing and/or proposed type of licence
 - ☐ Existing and/or proposed hours of trading under the liquor licence
 - ☐ Existing and/or proposed number of patrons
 - ☐ The cumulative impact of any existing licensed premises and the proposed licensed premises the amenity of the surrounding area. See Planning Practice Note 61 June 2015 Licenses premises: Assessing cumulative impact at www.planning.vic.gov.au/publications/planning-practice-notes
 - ☐ Satisfying the zone, overlays and other relevant provisions of the planning scheme.

For a copy of the planning scheme provisions please refer to www.planning.vic.gov.au/schemes-and-amendments/browse-planning-schemes

OTHER REQUIREMENTS

- ☐ Ask a Council planner if any other requirements are required

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- pre-set information must be submitted with an application
- the Chief Executive Officer or delegate officer (planner) of council is the decision maker

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LODGEMENT

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HERITAGE OVERLAY - PLANNING APPLICATION CHECKLIST

A planning permit may be required to develop land in a Heritage Overlay. Ask a Council planner if a planning permit is required. These planning permit applications should be accompanied with the following information.

FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form or apply online
- ☐ Pay fee
- ☐ Copy of Title not more than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
 - ☐ Section 173 Agreements (if any)

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PLANS

- ☐ Site Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ Relevant ground levels including any proposed earthworks (cut and fill)
 - ☐ Existing or proposed easements and services
 - ☐ Location and layout of existing and proposed buildings and works including setbacks to boundaries
 - ☐ All existing and proposed fences including location, height and materials
 - ☐ Garden area* including dimensions
 - ☐ Existing and proposed trees and landscape areas
 - ☐ Location and use of buildings on adjoining land
- ☐ Floor plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Existing and proposed building layout including dimensions and floor areas
- ☐ Elevation Plans including:
 - ☐ Drawn to scale
 - ☐ Maximum height of buildings and works from natural ground level
 - ☐ Colours and materials of buildings

REPORTS

- ☐ Written response about the proposal including (but not limited to):
 - ☐ How heritage values have been protected and/or incorporated into the development
 - ☐ Satisfying the zone, overlays and other relevant provisions of the planning scheme.

For a copy of the planning scheme provisions please refer to www.planning.vic.gov.au/schemes-and-amendments/browse-planning-schemes

OTHER REQUIREMENTS

- ☐ Ask a Council planner if any other information is required

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MULTI DWELLINGS - PLANNING PERMIT APPLICATION CHECKLIST

A planning permit is required to develop more than one dwelling on land. These planning permit applications should be accompanied with the following information.

FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form or apply online
- ☐ Pay fee
- ☐ Copy of Title not more than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
 - ☐ Section 173 Agreements (if any)

For a copy of the form and fees please refer to the Council website.

For a copy of the Title please refer to www.landata.vic.gov.au/

PLANS

- ☐ Neighbourhood and Site Description and Design Response Plan
- ☐ Site Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ Existing or proposed easements and services
 - ☐ Adjoining roads
 - ☐ Relevant ground levels including any proposed earthworks (cut and fill)
 - ☐ Location and layout of existing and proposed buildings and works including setbacks to boundaries
 - ☐ Location and use of buildings on adjoining land
 - ☐ All existing and proposed fences including location, height and materials
 - ☐ All existing and proposed access points, driveways, car parking and bicycle parking including dimensions and surface materials
 - ☐ Garden area* including dimensions
 - ☐ Existing and proposed trees and landscape areas
 - ☐ Wastewater and effluent disposal area (if required)
 - ☐ Garbage and recycling disposal and storage
- ☐ Floor Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Existing and proposed building layout including dimensions and floor areas
- ☐ Elevation Plans including:
 - ☐ Drawn to scale
 - ☐ Maximum height of buildings and works from natural ground level
 - ☐ Colours and materials of buildings
- ☐ Shadow diagrams
- ☐ Overlooking diagrams

REPORTS

- ☐ Written response about the proposal and how it satisfies the zone, overlays and other relevant provisions of the planning scheme including Clause 55 (ResCode).

For a copy of planning scheme provisions please refer to www.planning.vic.gov.au/schemes-and-amendments/browse-planning-schemes

OTHER REQUIREMENTS

Ask a Council planner if any other requirements are required including (but not limited to):

- ☐ Feature Survey prepared by a qualified Land Surveyor
- ☐ If subdivision is proposed, see subdivision checklist
- ☐ Carparking Demand Assessment
- ☐ Bushfire Management Plan
- ☐ Cultural Heritage Management Plan

TERMS EXPLAINED

Clause 55 assessment (ResCode)

In Victoria the residential development of more than one dwelling on land must be assessed in accordance with Clause 55 of the Planning Scheme, or commonly known as ResCode, and includes:

- objectives that must be met
- decision standards that should be met
- guidelines

A ResCode report is only required in urban areas and does not apply to rural land. Further information is available at www.planning.vic.gov.au/planning-permit-applications/specific-permit-topics/residential-development

Garden area

Any area on a lot with a minimum dimension of 1 metre that does not include:

- a) a dwelling or residential building, except for:
- an eave, fascia or gutter that does not exceed a total width of 600mm;
 - a pergola;
 - unroofed terraces, patios, decks, steps or landings less than 800mm in height;
 - a basement that does not project above ground level;
 - any outbuilding that does not exceed a gross floor area of 10 square metres; and
 - domestic services normal to a dwelling or residential building;
- b) a driveway; or
- c) an area set aside for car parking.

A lot must provide the minimum garden area at ground level as set out in the planning scheme.

Planning

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Planning Permit

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permit. Further information is available at www.planning.vic.gov.au/planning-permit-applications/do-i-need-a-permit

Under Victoria's planning system, local councils and the State Government develop planning schemes to control land use and development. They contain planning policies, zones, overlays and other provisions that affect how land can be used and developed. Further information is available at planning-schemes.delwp.vic.gov.au/about

VicSmart

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- a 10-day planning permit application process
- applications are not advertised and there are no third-party appeal rights
- pre-set information must be submitted with an application
- the Chief Executive Officer or delegate officer (planner) of council is the decision maker

Further information is available at www.planning.vic.gov.au/planning-permit-applications/vicsmart

LODGEMENT

Check the Council website to see how to lodge the planning permit application by post, in person or online.

PLEASE NOTE

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OTHER COMMENTS:

This checklist has been developed by the Planning in the Economic Growth Zone (PEGZ) project involving the Department of Environment, Land, Water and Planning in partnership with the three councils in the Latrobe Valley (Latrobe City, Baw Baw Shire, Wellington Shire) to support economic growth by streamlining the planning permit application process (to be deleted as appropriate).

NATIVE VEGETATION REMOVAL – PLANNING PERMIT APPLICATION CHECKLIST

A planning permit may be required to remove, destroy or lop native vegetation* (including dead vegetation) on private or public land. Ask a Council planner to confirm if a planning permit is required. The information requirements are also detailed in the [Guidelines for the removal, destruction or lopping of native vegetation](#) (Department of Environment, Land, Water and Planning, 2017) (Guidelines). These planning permit applications should be accompanied with the following information.

FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form or apply online
- ☐ Pay fee
- ☐ Copy of Title not more than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
 - ☐ Section 173 Agreements (if any)

For a copy of the form and fees please refer to the Council website.

For a copy of the Title please refer to www.landata.vic.gov.au/

APPLICATION REQUIREMENTS

All applications to remove native vegetation must include the following information as appropriate:

- ☐ Site Plan including:
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ Existing site conditions, buildings, driveways, fences and vegetation
 - ☐ All proposed vegetation removal
 - ☐ Tree protection zones*

REPORTS

- ☐ The assessment pathway*. This includes the location category of the native vegetation to be removed.
- ☐ A description of the native vegetation to be removed* including:
 - whether it is a patch or a scattered tree (or both)
 - the extent (in hectares)
 - the number and circumference (in centimetres measured at 1.3 metres above ground level) of any large trees within a patch
 - the number and circumference (in centimetres measured at 1.3 metres above ground level) of any scattered trees, and whether each tree is small or large
 - the strategic biodiversity score
 - the condition score
 - if it includes endangered Ecological Vegetation Classes
 - if it includes sensitive wetland or coastal areas.
- ☐ The offset requirement*, determined in accordance with section 5 of the Guidelines, that will apply if the native vegetation is approved to be removed.

**A report can be created using DELWP systems and tools to address the above application requirements.*

Please visit nvim.delwp.vic.gov.au to access the [Native vegetation removal tool](#).

ADDITIONAL APPLICATION REQUIREMENTS

In addition to the above planning permit application requirements, an application in the Detailed

Assessment Pathway may be required including:

- ☐ A site assessment report of the native vegetation to be removed including:
 - ☐ A habitat hectare assessment of any patches of native vegetation, including the condition, extent (in hectares), Ecological Vegetation Class and bioregional conservation status.
 - ☐ The location, number, circumference (in centimetres measured at 1.3 metres above ground level) and species of any scattered trees, and whether each tree is small or large.
- ☐ Information about impacts on rare or threatened species habitat* including:
 - ☐ The relevant section of the Habitat importance map for each rare or threatened species requiring a species offset
 - ☐ For each rare or threatened species that the native vegetation to be removed is habitat for according to the Habitat importance maps:
 - the species' conservation status
 - the proportional impact of the removal of native vegetation on the total habitat for that species
 - whether their habitats are highly localised habitats, dispersed habitats, or important areas of habitat within a dispersed species habitat.

OTHER REQUIREMENTS

- ☐ Ask a Council planner if any other requirements are required

TERMS EXPLAINED

Assessment pathway

There are three assessment pathways for an application to remove native vegetation: *Basic*, *Intermediate* and *Detailed*. The assessment pathway reflects the potential impact the removal has on biodiversity.

These pathways are determined by:

- the amount of native vegetation (in hectares)
- whether any large trees are to be removed, and
- the location of the native vegetation.

Basic Assessment Pathways and Intermediate Assessment Pathways do not require a site assessment by an accredited native vegetation assessor. Further information is available at

www.environment.vic.gov.au/native-vegetation/native-vegetation

Habitat hectare assessment

An assessment of native vegetation to determine its condition, extent (in hectares) and EVC. The assessment must be completed by an accredited native vegetation assessor following methodology described in [Native vegetation: sustaining a living landscape. Vegetation Quality Assessment Manual – Guidelines for applying the habitat hectares scoring method, Version 1.3](#) (or its successor) and updated in the Assessor's handbook. Further information is available at www.environment.vic.gov.au/native-vegetation/native-vegetation/biodiversity-information-tools

Native vegetation

Native vegetation is defined in Clause 72 of the Victoria Planning Provisions and all local planning schemes as '*plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses*'. Please refer to www.environment.vic.gov.au/data/assets/pdf_file/0021/91146/Guidelines-for-the-removal,-destruction-or-lopping-of-native-vegetation,-2017.pdf

Offset

An offset requirement specified in general habitat units to compensate for the biodiversity loss from native vegetation removal. DELWP systems and tools contains information required to address this application requirement and is available at www.environment.vic.gov.au/native-vegetation/native-vegetation/biodiversity-information-tools

Planning

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Tree protection zone (TPZ)

The TPZ is the area required to protect a tree from adverse construction impacts and involves the required distance stemming outwards from a tree's crown and roots.

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LODGEMENT

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OTHER COMMENTS:

This checklist has been developed by the Planning in the Economic Growth Zone (PEGZ) project involving the Department of Environment, Land, Water and Planning in partnership with the three councils in the Latrobe Valley (Latrobe City, Baw Baw Shire, Wellington Shire) to support economic growth by streamlining the planning permit application process (to be deleted as appropriate).

RURAL DWELLING - PLANNING PERMIT APPLICATION CHECKLIST

A planning permit may be required to develop a dwelling on rural land. Ask a Council planner if a planning permit is required. These planning permit applications should be accompanied with the following information.

FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form or apply online
- ☐ Pay fee
- ☐ Copy of Title not more than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
 - ☐ Section 173 Agreements (if any)

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PLANS

- ☐ Site Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ Existing or proposed easements and services
 - ☐ Adjoining roads
 - ☐ Relevant ground levels including any proposed earthworks (cut and fill)
 - ☐ Location and layout of existing and proposed buildings and works including setbacks to boundaries
 - ☐ Location and use of buildings and works on adjoining land
 - ☐ All existing and proposed fences
 - ☐ All existing and proposed access points and driveways
 - ☐ Existing and proposed trees and landscape areas
 - ☐ Wastewater treatment details and details of water supply and servicing
- ☐ Floor Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Existing and proposed building layout including dimensions and floor areas
- ☐ Elevation Plans including:
 - ☐ Drawn to scale
 - ☐ Maximum height of buildings and works from natural ground level
 - ☐ Colours and materials of buildings

REPORTS

- ☐ Written response about the proposal and how it satisfies the zone, overlays and other relevant provisions of the planning scheme.

For a copy of planning scheme provisions please refer to www.planning.vic.gov.au/schemes-and-amendments/browse-planning-schemes

OTHER REQUIREMENTS

Ask a Council planner if any other requirements are required including (but not limited to):

- ☐ Feature Survey prepared by a qualified Land Surveyor
- ☐ Bushfire Management Plan
- ☐ Cultural Heritage Management Plan
- ☐ Land Capability Assessment or waste water treatment details
- ☐ Other site conditions and requirements may apply i.e. VicRoads, relevant water authority, CFA
- ☐ Any relevant correspondence from other agencies

TERMS EXPLAINED

Planning

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Planning Permit

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LODGEMENT

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SIGNS - PLANNING PERMIT APPLICATION CHECKLIST

A planning permit may be required to display a sign, depending on the type and size of the sign and which zone it is located in. Ask a Council planner if a planning permit is required. These planning permit applications should be accompanied with the following information.

FORMS, FEES AND LEGAL DOCUMENTS

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- ☐ Pay fee
- ☐ Copy of Title not more than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
 - ☐ Section 173 Agreements (if any)

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PLANS

- ☐ Site Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ The location and size of the proposed sign on the site
 - ☐ The location and size of any other existing signs on the site
- ☐ Elevation Plans including:
 - ☐ Dimensions and height above ground level
 - ☐ The size of the display (total advertising area including all sides of a multi-sided sign)
 - ☐ Details of any illumination including proposed illumination times
 - ☐ The colour and materials of the proposed sign

REPORTS

- ☐ Written response about the proposal and how it satisfies the zone, overlays and other relevant provisions of the planning scheme including Clause 52.05-3 (Signs).

For a copy of planning scheme provisions please refer to www.planning.vic.gov.au/schemes-and-amendments/browse-planning-schemes

OTHER REQUIREMENTS

- ☐ Ask a Council planner if any other requirements are required

TERMS EXPLAINED

Planning

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Further information is available at www.planning.vic.gov.au/planning-permit-applications/do-i-need-a-permit

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- Further information is available at www.planning.vic.gov.au/planning-permit-applications/vicsmart

LODGEMENT

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PLEASE NOTE

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SUBDIVISION - PLANNING PERMIT APPLICATION CHECKLIST

A planning permit may be required to subdivide land. Ask a Council planner if a planning permit is required. These planning permit applications should be accompanied with the following information.

Note: If the proposal is for subdivision only, the application must be submitted through SPEAR via www.spear.land.vic.gov.au/spear/

FORMS, FEES AND LEGAL DOCUMENTS

- ☐ Planning Permit Application form or apply online
- ☐ Pay fee
- ☐ Copy of Title not more than 60 days old including:
 - ☐ Plan of Subdivision or Title Plan
 - ☐ Restrictive Covenants (if any)
 - ☐ Section 173 Agreements (if any)

For a copy of the form and fees please refer to the Council website.

For a copy of the Title please refer to www.landata.vic.gov.au/

PLANS

- ☐ Proposed Plan of Subdivision prepared by a qualified Land Surveyor
- ☐ Site Plan including:
 - ☐ Drawn to scale
 - ☐ North point
 - ☐ Boundaries and dimensions of the site
 - ☐ Existing or proposed easements and common property
 - ☐ Existing or proposed access points
 - ☐ All proposed infrastructure and works
 - ☐ Garden area* including dimensions
 - ☐ Proposed sequencing of development (if required)
 - ☐ Proposed effluent disposal building envelope (if required)

REPORTS

- ☐ Written response about the proposal and how it satisfies the zone, overlays and other relevant provisions of the planning scheme including Clause 56 for residential subdivision (ResCode)* if required.

For a copy of planning scheme provisions please refer to www.planning.vic.gov.au/schemes-and-amendments/browse-planning-schemes

OTHER REQUIREMENTS

Ask a Council planner if any other requirements are required

TERMS EXPLAINED

Clause 56 assessment (ResCode)

In Victoria the residential subdivision of land must be assessed in accordance with Clause 56 of the Planning Scheme, or commonly known as ResCode, and includes:

- objectives that must be met

- standards that should be met
- decision guidelines

A ResCode report is only required in urban areas and does not apply to rural land. Further information is available at www.planning.vic.gov.au/planning-permit-applications/specific-permit-topics/residential-development

Garden area

Any area on a lot with a minimum dimension of 1 metre that does not include:

- a dwelling or residential building, except for:
 - an eave, fascia or gutter that does not exceed a total width of 600mm;
 - a pergola;
 - unroofed terraces, patios, decks, steps or landings less than 800mm in height;
 - a basement that does not project above ground level;
 - any outbuilding that does not exceed a gross floor area of 10 square metres;
 - and
 - domestic services normal to a dwelling or residential building;
- b) a driveway; or
- c) an area set aside for car parking.

A lot must provide the minimum garden area at ground level as set out in the planning scheme.

Planning

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Public Open Space

An area of land to provide a network of quality, well-distributed, multi-functional and cost-effective open space to the public that includes local parks, active open space, linear parks and trails and links to regional open space.

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LODGEMENT

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PLEASE NOTE

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OTHER COMMENTS:

TEMPLATE PLAN EXAMPLES

Use the following plans to determine the information required to satisfactorily lodge a planning permit application and ensure it is efficiently processed:

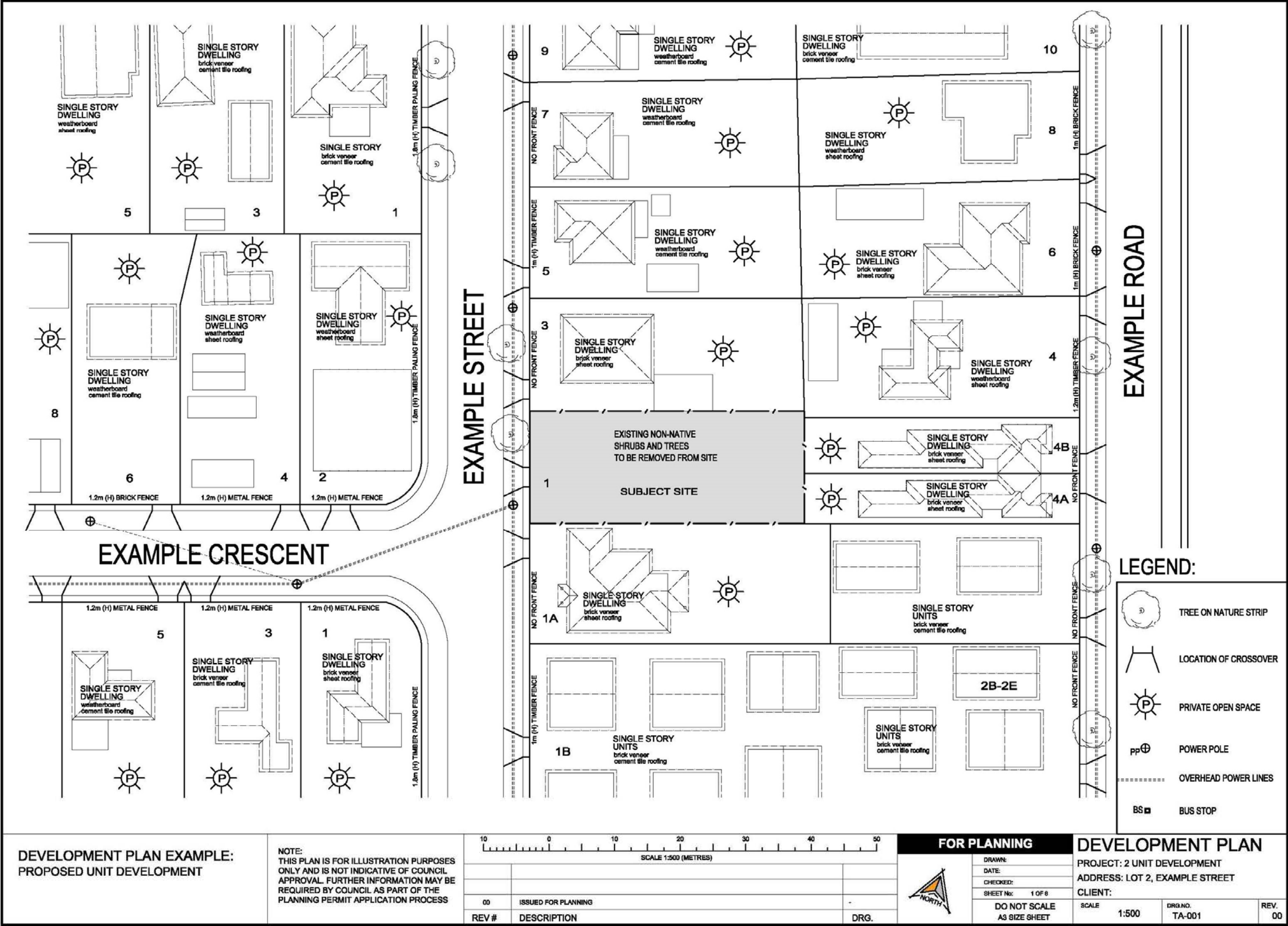
- Two dwellings on a residential lot
- Commercial use and development (food and drink premise)
- Industrial warehouse
- Agricultural building

The plans can also be used as a guide for other planning permit application types.

Note:

These plans are a general guide only. An initial assessment will be undertaken by a Council planner upon the receipt of a planning permit application and additional information may be required once this has occurred.

Two dwellings on a residential lot



DEVELOPMENT SUMMARY

STREET SETBACK:
UNIT 1 SET BACK IS THE AVERAGE OF
LOT 1 & LOT 3 = 5.650m

SITE AREA = 715m²
TOTAL SITE COVERAGE: 295.25m² 41%

SITE AREA UNIT 1:	303m ²
BUILDING AREA UNIT 1:	138.95m ²
PROPOSED SITE COVERAGE UNIT 1:	45%
SITE AREA UNIT 2:	412m ²
BUILDING AREA UNIT 2:	158.30m ²
PROPOSED SITE COVERAGE UNIT 2:	38%
PAVING COVERAGE:	
UNIT 1 = 23.80m ²	UNIT 2 = 130.60m ²

PERMEABILITY
TOTAL SITE PERMEABILITY: 267.20m² 36.97%

SITE AREA UNIT 1:	303m ²
PERMEABILITY AREA UNIT 1:	142.15m ²
PERMEABLE SITE COVERAGE UNIT 1:	47%
SITE AREA UNIT 2:	412m ²
PERMEABILITY AREA UNIT 2:	123.10m ²
PERMEABLE SITE COVERAGE UNIT 2:	30%

GARDEN AREA

TOTAL SITE AREA: 715m²
ABOVE 650m² REQUIRES 35%
715 x 35 / 100 = 250.25m² REQUIRED
TOTAL SITE GARDEN AREA = 257.20m²
35.97% COMPLIES

PRIVATE OPEN SPACE

UNIT 1:	POS: 92.40m ²
PRIVATE OPEN SPACE UNIT 1:	SPOS: 45.50m ²
UNIT 2:	POS: 85.50m ²
PRIVATE OPEN SPACE UNIT 2:	SPOS: 37.50m ²

SECLUDED PRIVATE OPEN SPACE AREAS
WITH A MINIMUM OF 3m WIDTH >25m²

LEGEND

	LETTER BOX 0.9mm HIGH
	RUBBISH BINS
	CLOTHES LINE
	CONCRETE PAVEMENT
	8m ³ STORAGE LOCKER (1.2d x 2.4w x 2.4h)
	POROUS PAVERS WITH PEBBLES WALKWAYS
	GRASSED AREA
	CANOPY TREE
	SHRUBS & GRASSES


NOTE: REFER TO ACCOMPANYING
LANDSCAPING PLAN FOR FURTHER DETAILS

SERVICES

	OVERHEAD POWER LINES
	WATER MAIN
	SEWER MAIN

DEVELOPMENT PLAN EXAMPLE: PROPOSED UNIT DEVELOPMENT

NOTE:
THIS PLAN IS FOR ILLUSTRATION PURPOSES
ONLY AND IS NOT INDICATIVE OF COUNCIL
APPROVAL. FURTHER INFORMATION MAY BE
REQUIRED BY COUNCIL AS PART OF THE
PLANNING PERMIT APPLICATION PROCESS

											
00	ISSUED FOR PLANNING										-
REV #	DESCRIPTION										DR

FOR PLANNING



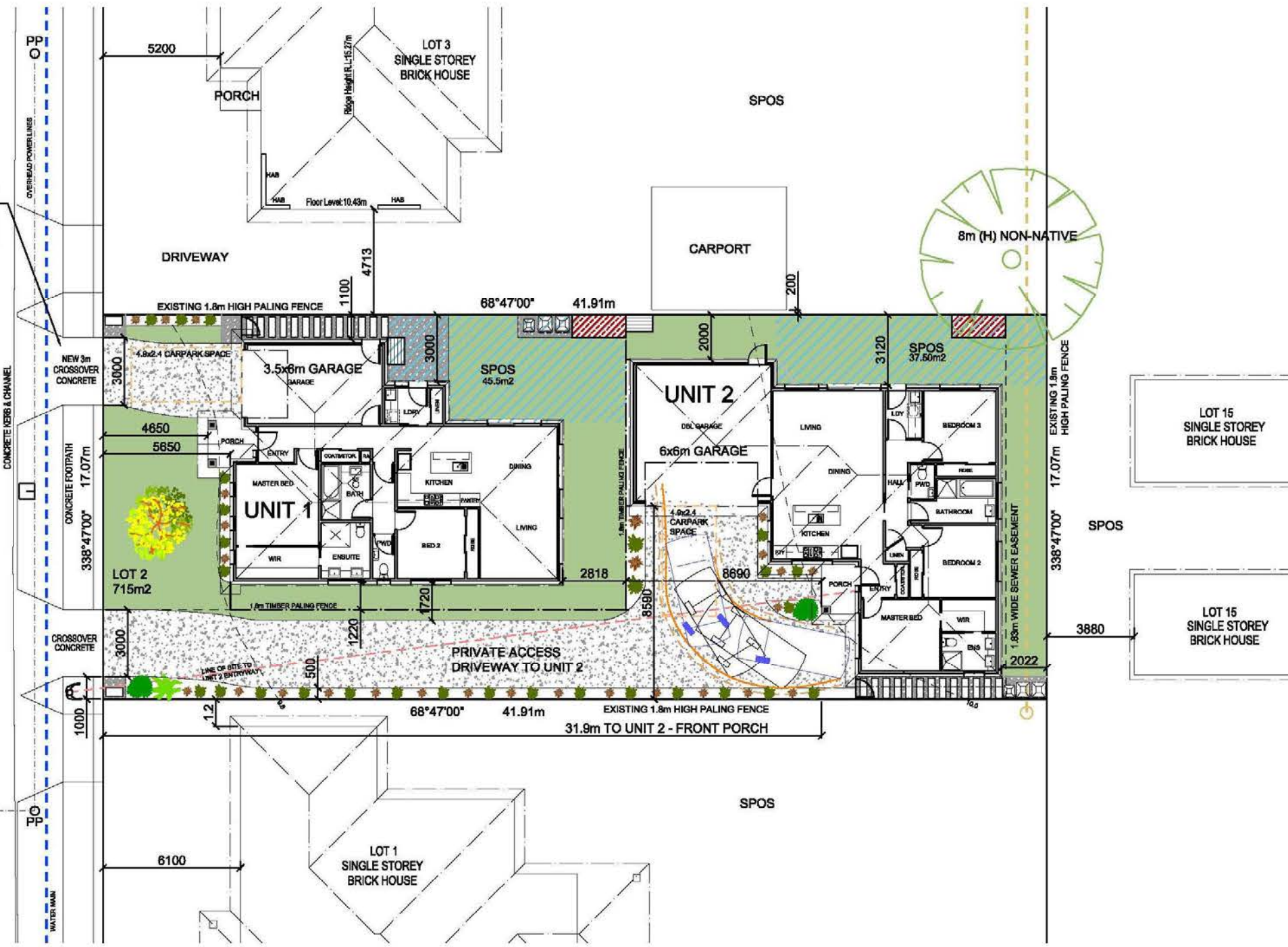
DRAWN:	
DATE:	
CHECKED:	
SHEET No:	2 OF 8
DO NOT SCALE	A3 SIZE SHEET

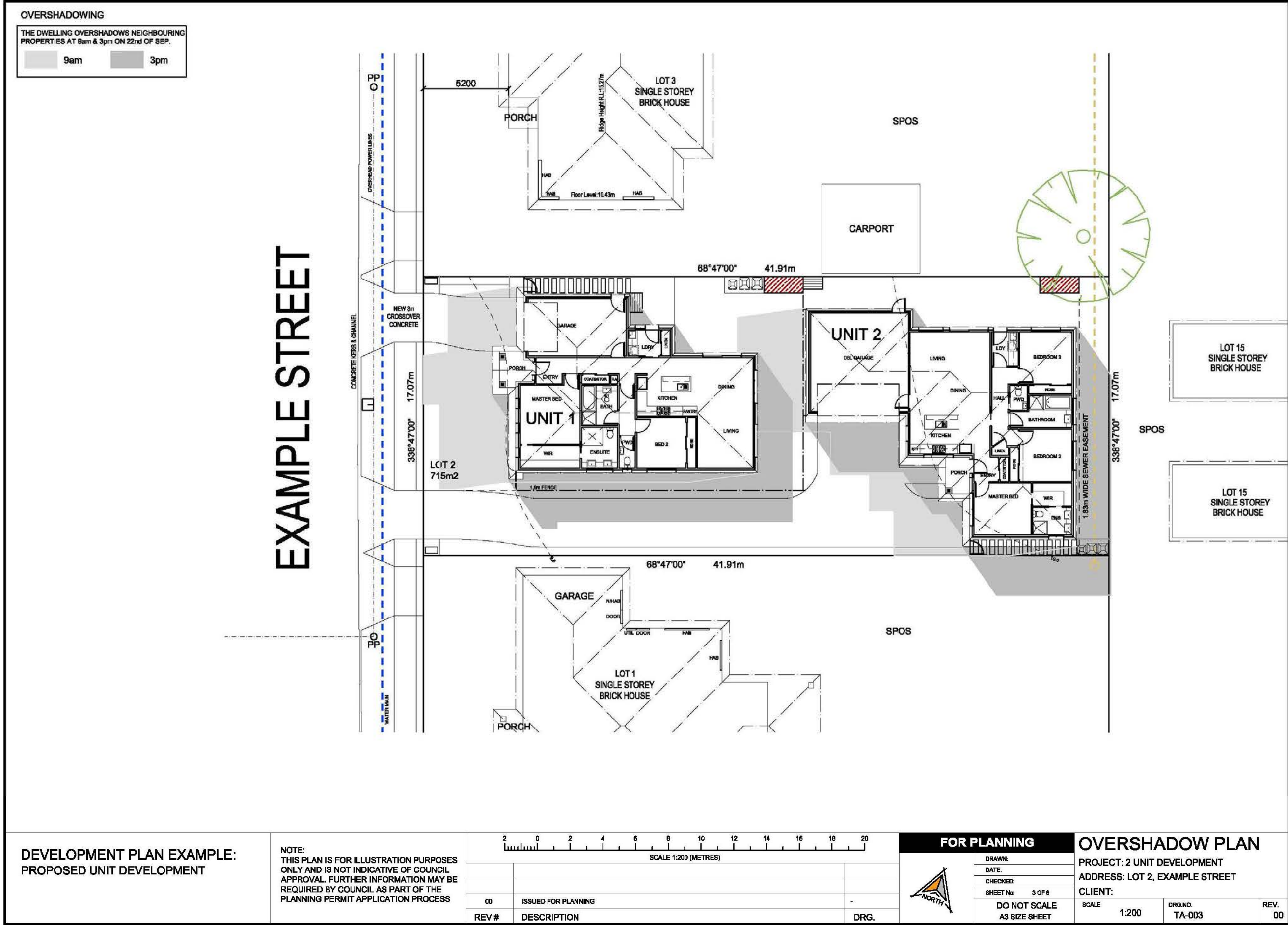
SITE PLAN

PROJECT: 2 UNIT DEVELOPMENT		
ADDRESS: LOT 2, EXAMPLE STREET		
CLIENT:		
SCALE	1:200	DRG. NO.
		TA-002
REV.	00	

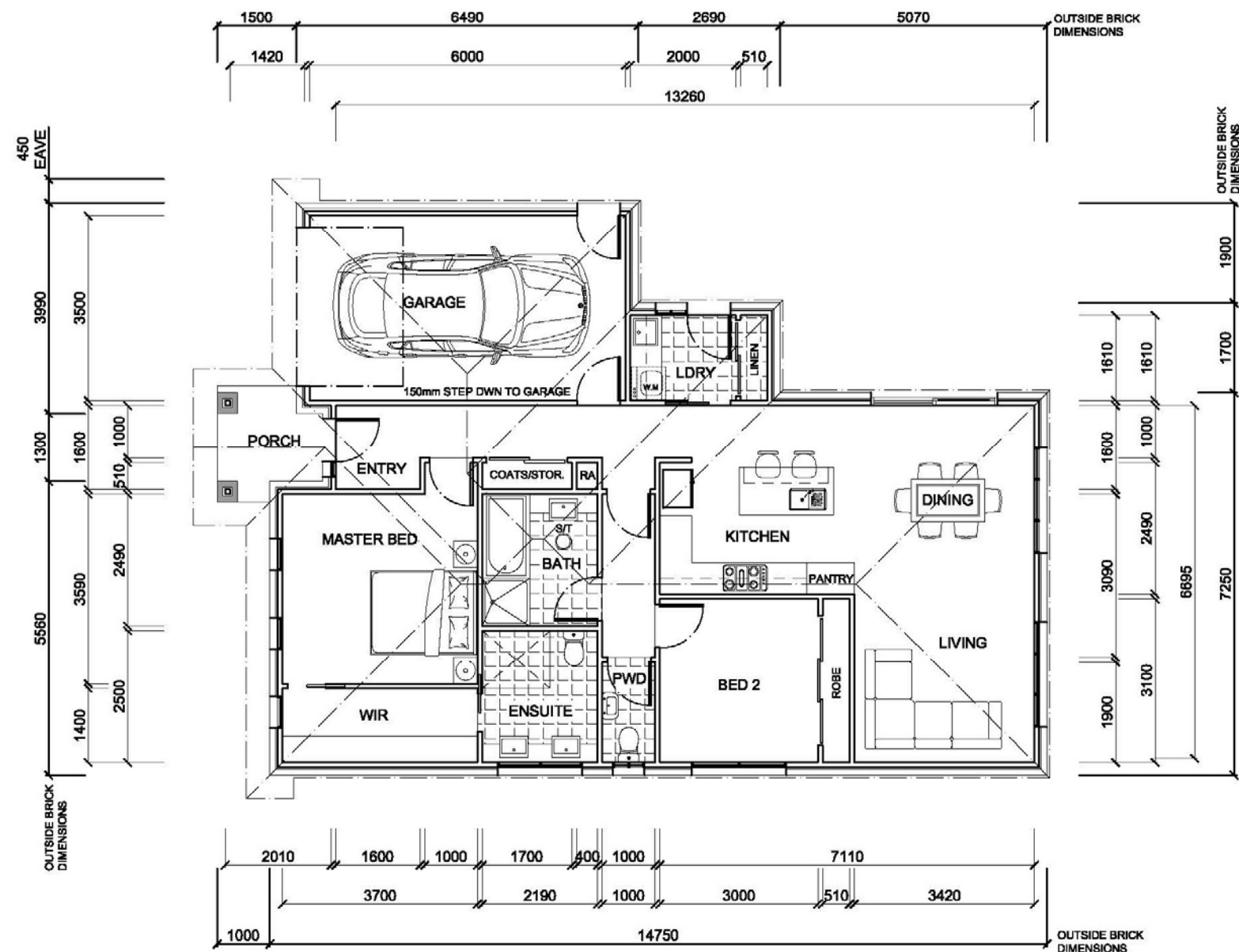
EXAMPLE STREET

NOTE: NEW CROSSOVER
TO BE INSTALLED SUBJECT
TO PLANNING AND OTHER
COUNCIL APPROVALS





AREA ANALYSIS - UNIT 1	
LIVING AREA	109.40m ²
FRONT PORCH	3.55m ²
GARAGE AREA	24.00m ²
TOTAL AREA	136.95m ²
TOTAL SQ	14.74sq
TYPICAL CONSTRUCTION	
FRAME:	90mm THICKNESS
CLADDING:	BRICK VENEER (240mm TOTAL)
EAVES:	450mm U.N.O
DOORS:	2040x820 U.N.O



DEVELOPMENT PLAN EXAMPLE:
PROPOSED UNIT DEVELOPMENT

NOTE:
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PLANNING PERMIT APPLICATION PROCESS

2000 0 2000 4000 6000 8000 10000		
SCALE 1:100		
00	ISSUED FOR PLANNING	-
REV #	DESCRIPTION	DRG.

FOR PLANNING



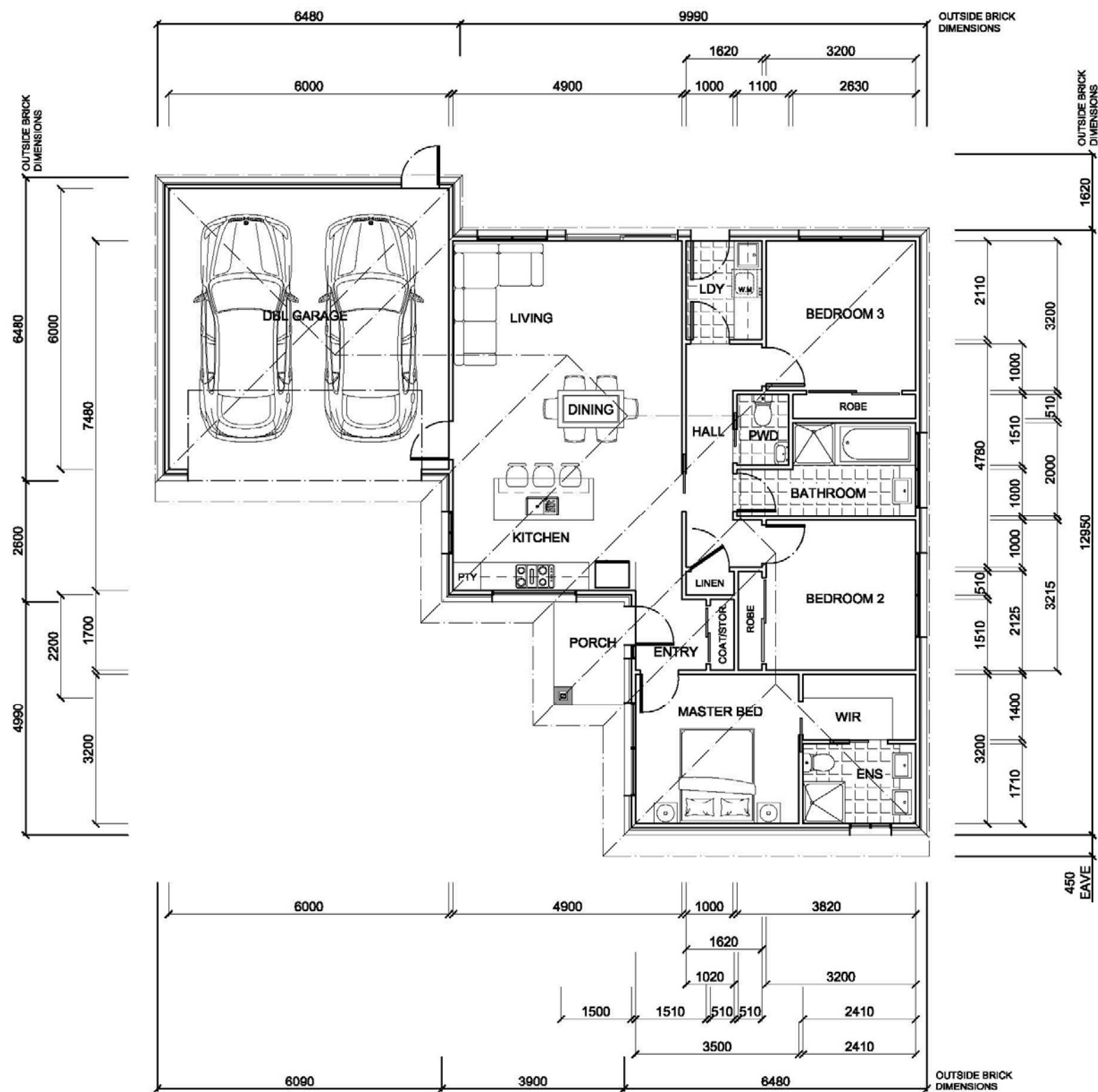
DRAWN:
DATE:
CHECKED:
SHEET No: 4 OF 6
DO NOT SCALE
A3 SIZE SHEET

UNIT 1 - FLOOR PLAN

PROJECT: 2 UNIT DEVELOPMENT
ADDRESS: LOT 2, EXAMPLE STREET
CLIENT:

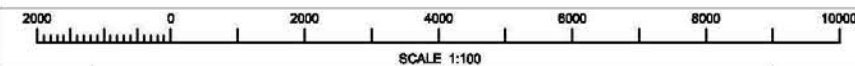
SCALE 1:100 DRG. NO. TA-004 REV. 00

AREA ANALYSIS - UNIT 2	
LIVING AREA	114.20m ²
FRONT PORCH	3.40m ²
GARAGE AREA	40.70m ²
TOTAL AREA	158.30m ²
TOTAL SQ	17.03sq
TYPICAL CONSTRUCTION	
FRAME:	90mm THICKNESS
CLADDING:	BRICK VENEER (240mm TOTAL)
EAVES:	450mm U.N.O
DOORS:	2040x820 U.N.O



DEVELOPMENT PLAN EXAMPLE:
PROPOSED UNIT DEVELOPMENT

NOTE:
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REV #	DESCRIPTION	DRG.
00	ISSUED FOR PLANNING	



FOR PLANNING

DRAWN:
DATE:
CHECKED:
SHEET No: 6 OF 8
DO NOT SCALE
A3 SIZE SHEET

UNIT 2 - FLOOR PLAN

PROJECT: 2 UNIT DEVELOPMENT
ADDRESS: LOT 2, EXAMPLE STREET
CLIENT:

SCALE 1:100
DRG. NO. TA-005
REV. 00



EXAMPLE STREET VIEW
WEST ELEVATION

MATERIALS & COLOUR SCHEDULE



SOUTH ELEVATION - INTERNAL ESTATE VIEW



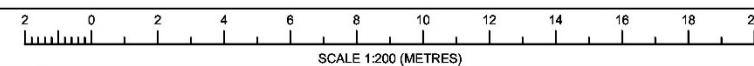
EAST ELEVATION - REAR ESTATE VIEW



NORTH ELEVATION

DEVELOPMENT PLAN EXAMPLE:
PROPOSED UNIT DEVELOPMENT

NOTE:
THIS PLAN IS FOR ILLUSTRATION PURPOSES
ONLY AND IS NOT INDICATIVE OF COUNCIL
APPROVAL. FURTHER INFORMATION MAY BE
REQUIRED BY COUNCIL AS PART OF THE
PLANNING PERMIT APPLICATION PROCESS



00	ISSUED FOR PLANNING	-
REV #	DESCRIPTION	DRG.

FOR PLANNING

DRAWN:	
DATE:	
CHECKED:	
SHEET No:	6 OF 8
DO NOT SCALE	
A3 SIZE SHEET	

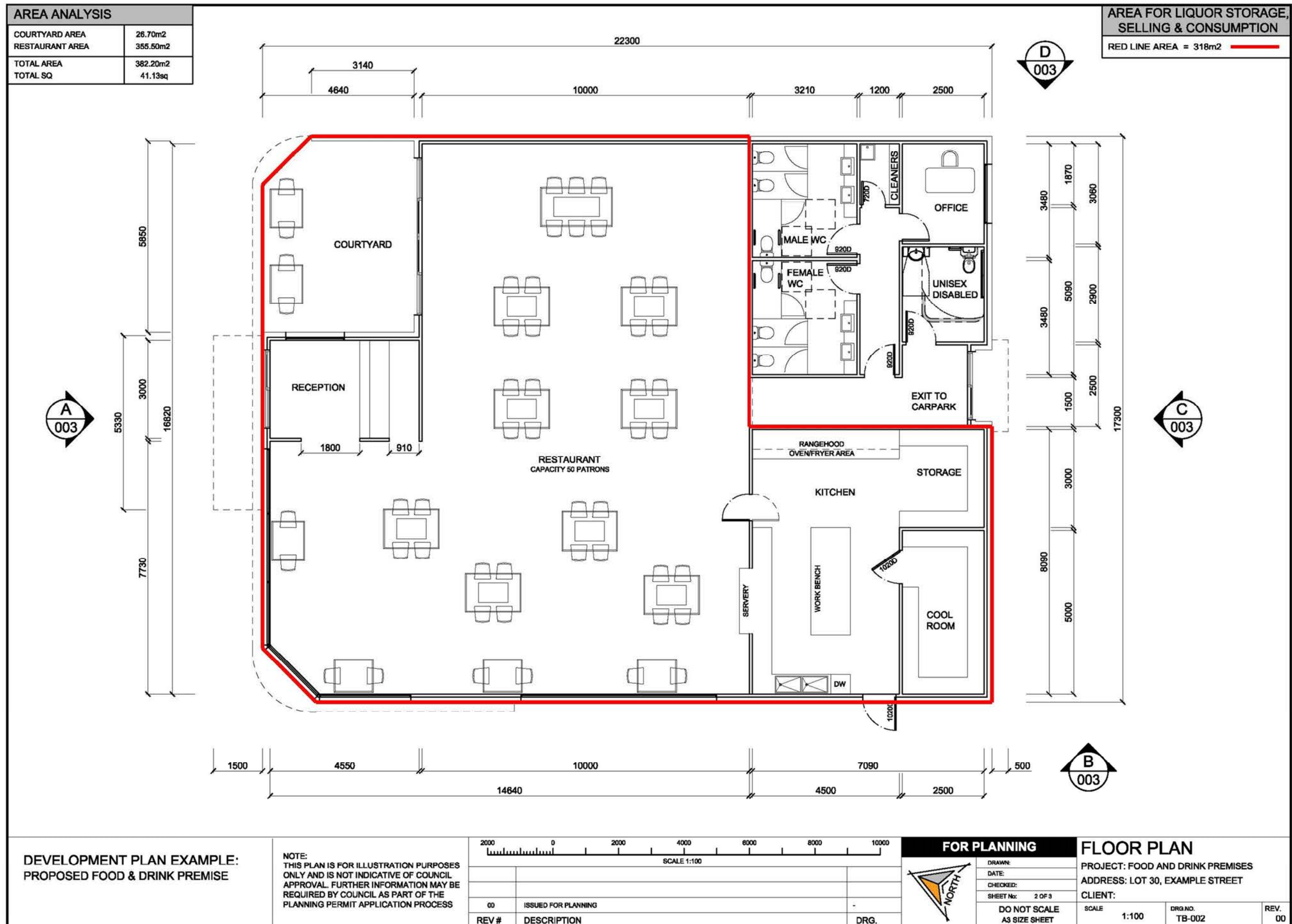
ESTATE ELEVATIONS

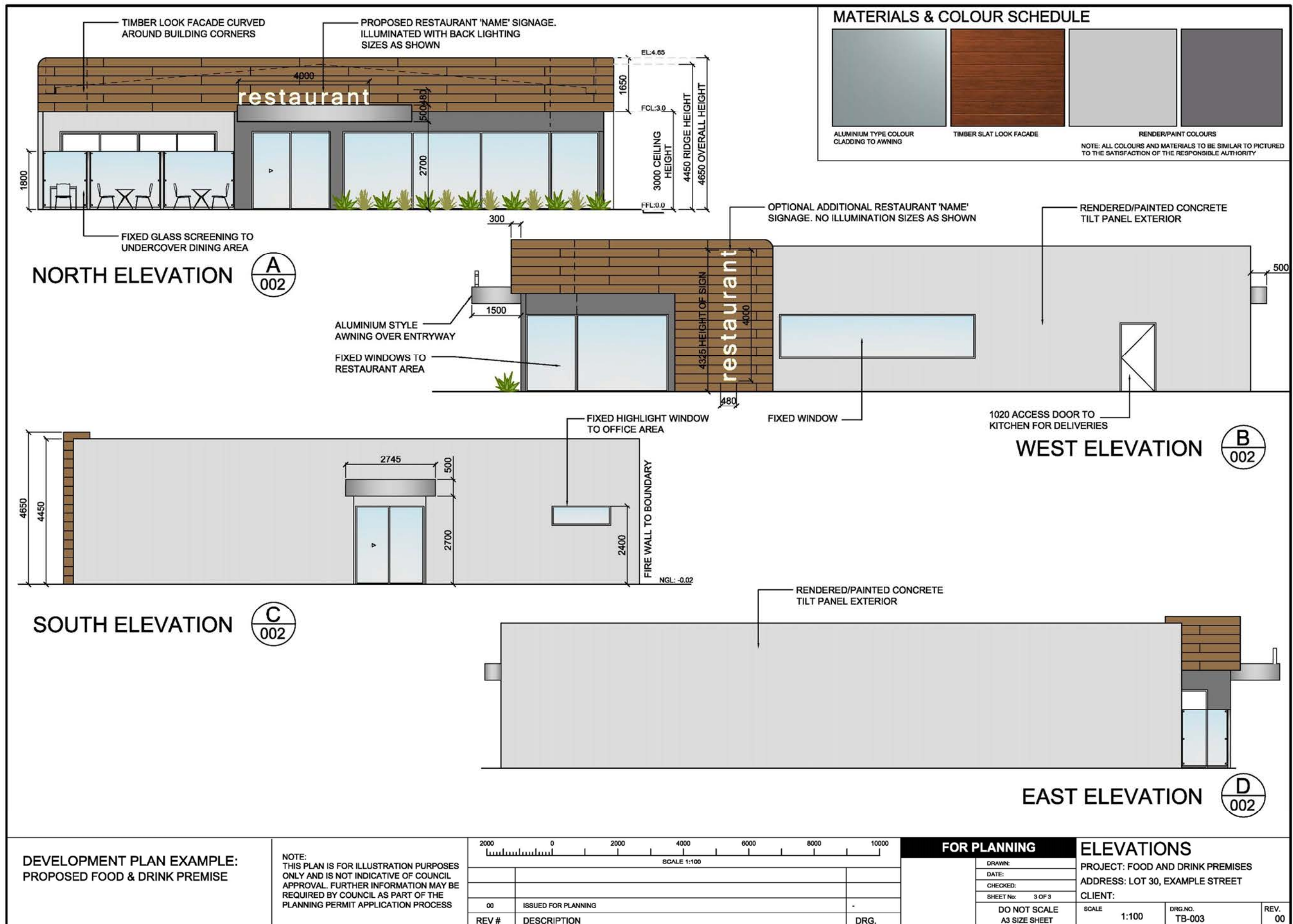
PROJECT: 2 UNIT DEVELOPMENT
ADDRESS: LOT 2, EXAMPLE STREET
CLIENT:

SCALE	1:200	DRG. NO.	TA-006	REV.	00
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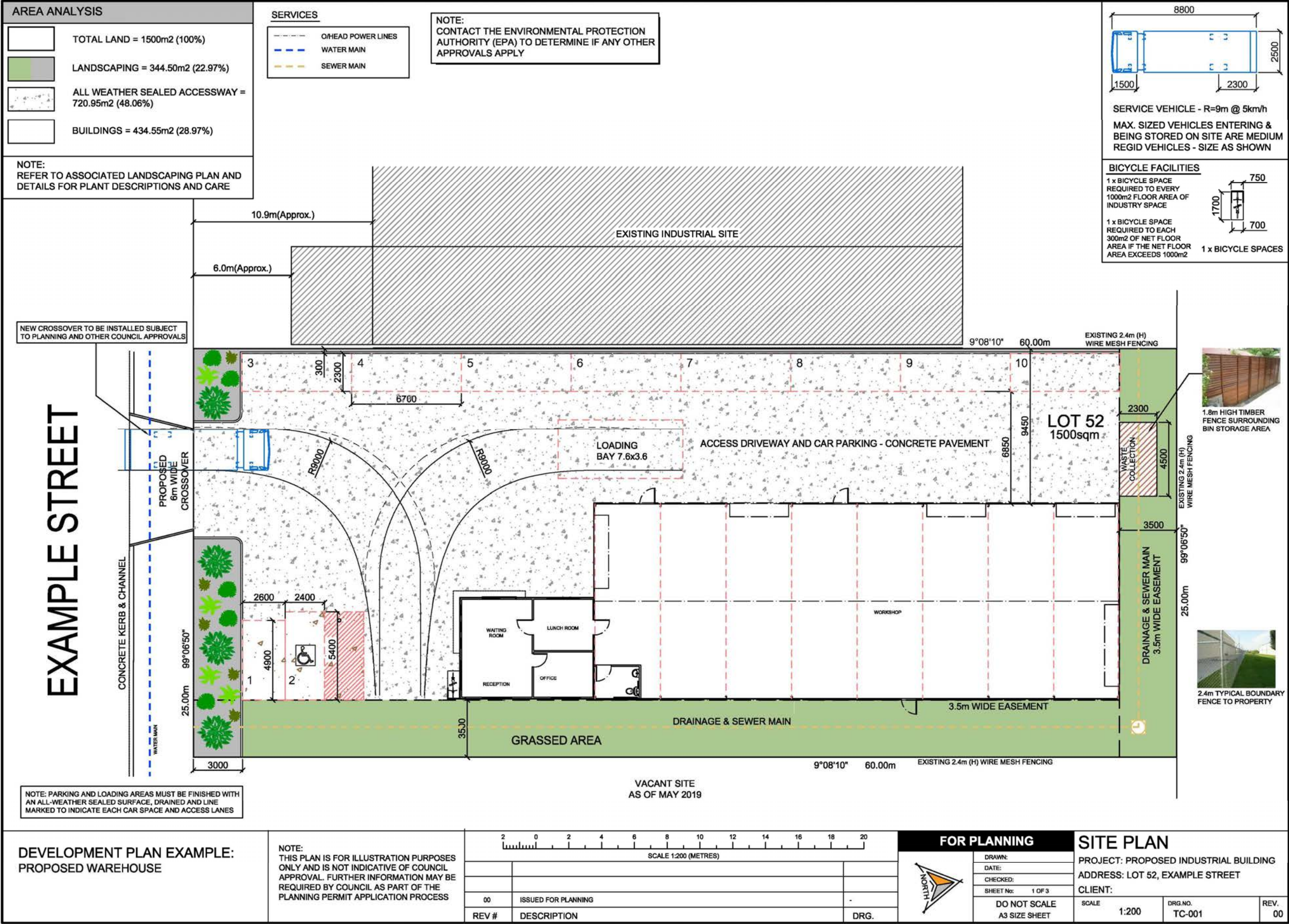
Version 7 - December 2019



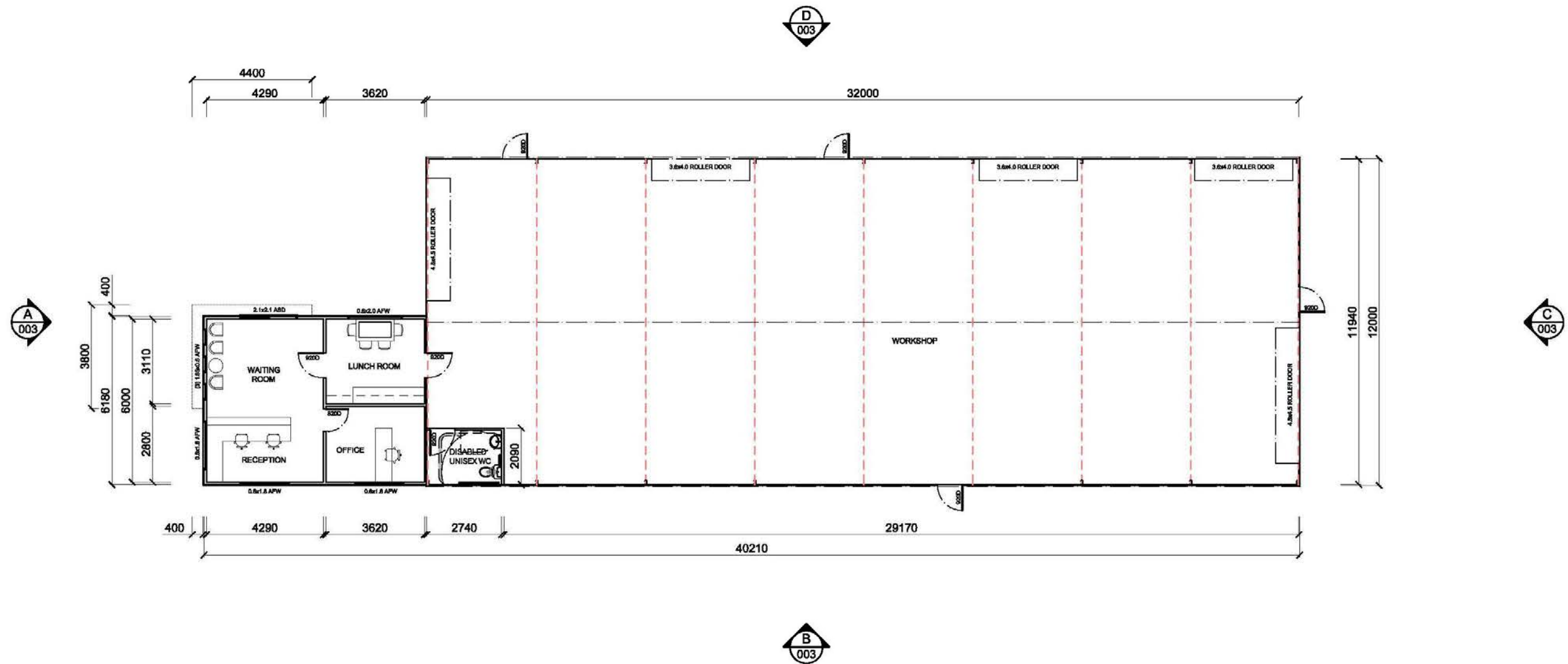




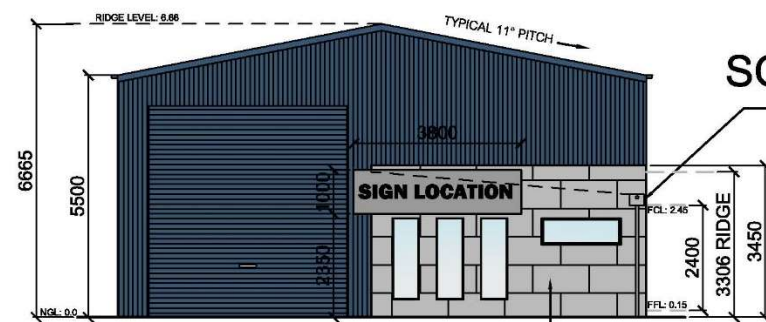
Industrial warehouse



AREA ANALYSIS	
WORKSPACE	384.00m ²
OFFICE	50.55m ²
TOTAL AREA	434.55m ²
TOTAL SQ	46.77m ²



DEVELOPMENT PLAN EXAMPLE: PROPOSED WAREHOUSE	NOTE: THIS PLAN IS FOR ILLUSTRATION PURPOSES ONLY AND IS NOT INDICATIVE OF COUNCIL APPROVAL. FURTHER INFORMATION MAY BE REQUIRED BY COUNCIL AS PART OF THE PLANNING PERMIT APPLICATION PROCESS	<div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div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SOUTH ELEVATION

A
002

MATERIALS & COLOUR SCHEDULE

STEEL SHEET ROOFING & CLADDING COLOUR: BLUE	FIBRE CEMENT CLADDING TO OFFICE	RENDERED FIBRE CEMENT SHEET TO SIGN AREA

NOTE: ALL COLOURS AND MATERIALS TO BE SIMILAR TO PICTURED TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY

FIBRE CEMENT CLADDING
TO OFFICE

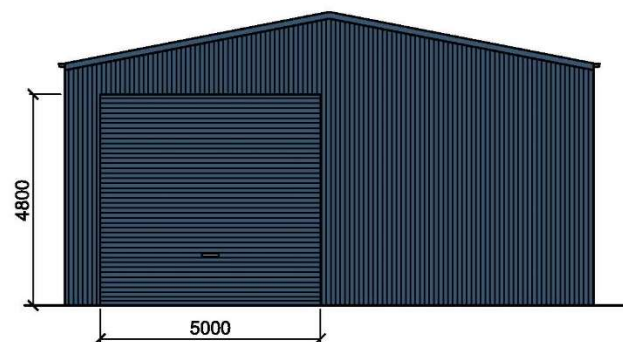
ALUMINIUM FIXED WINDOWS
TO OFFICE SPACE

SHEET ROOFING @ 11° PITCH
COLOUR: BLUE

920 PA DOOR

EAST ELEVATION

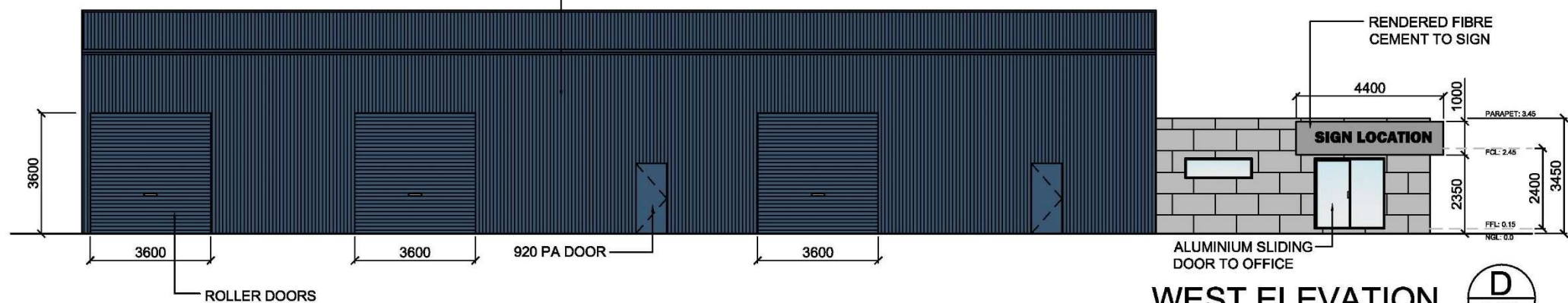
B
002



NORTH ELEVATION

C
002

VERTICAL STEEL CLADDING TO
WORKSHOP SPACE
COLOUR: BLUE

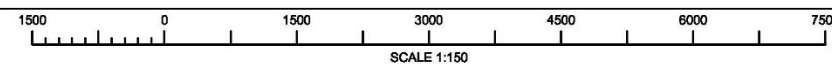


WEST ELEVATION

D
002

**DEVELOPMENT PLAN EXAMPLE:
PROPOSED WAREHOUSE**

NOTE:
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ONLY AND IS NOT INDICATIVE OF COUNCIL
APPROVAL. FURTHER INFORMATION MAY BE
REQUIRED BY COUNCIL AS PART OF THE
PLANNING PERMIT APPLICATION PROCESS



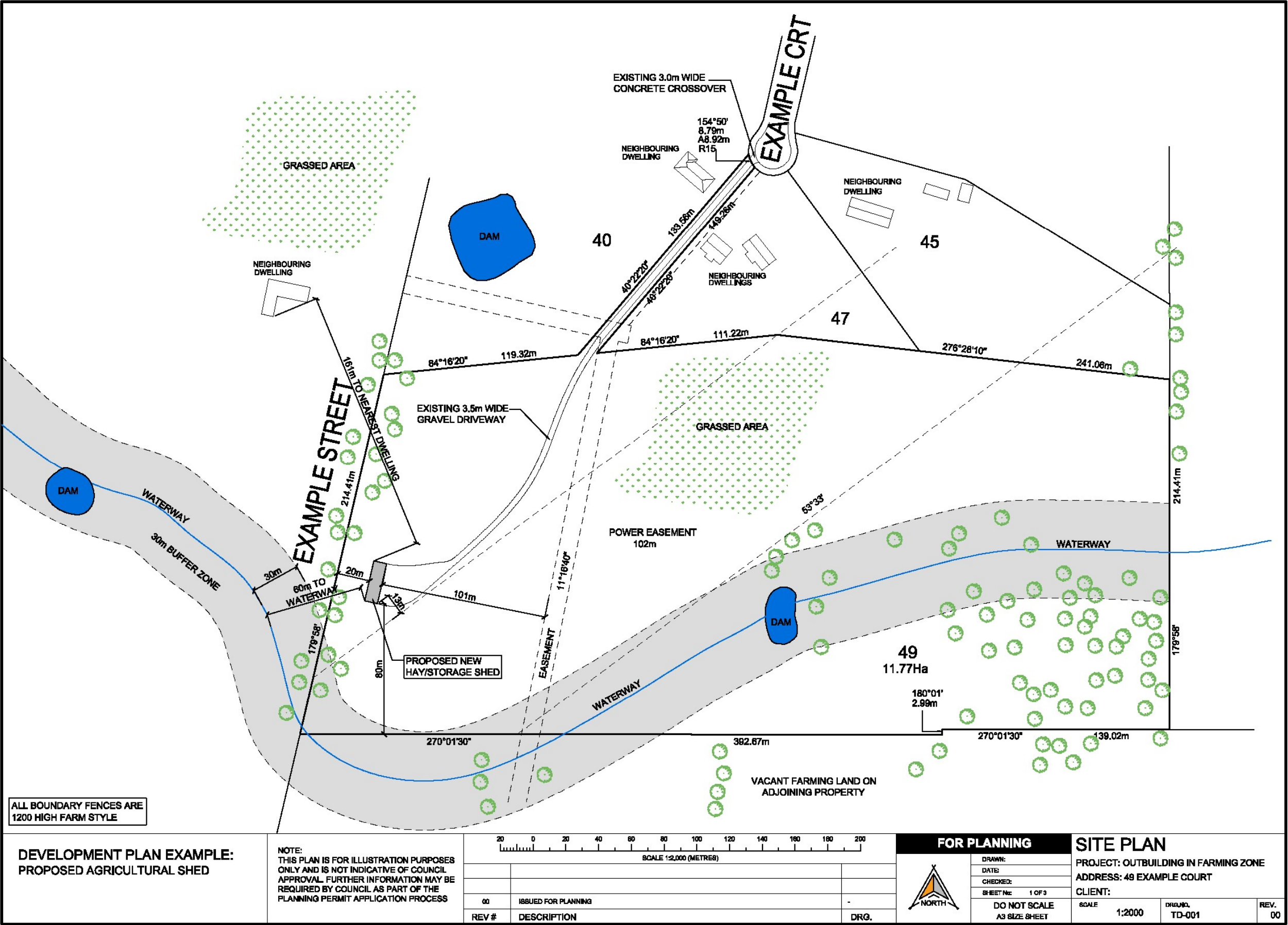
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00	ISSUED FOR PLANNING	-

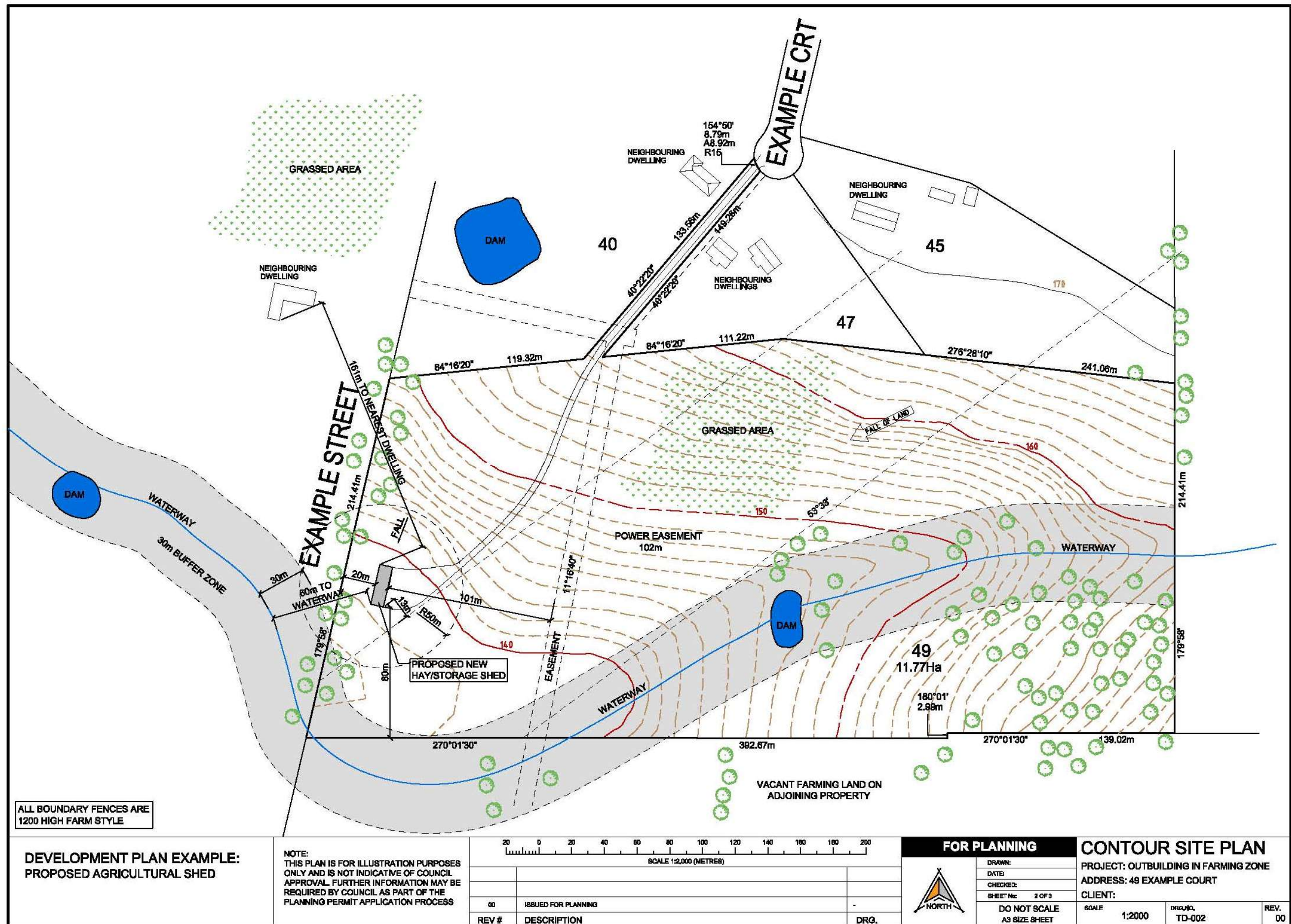
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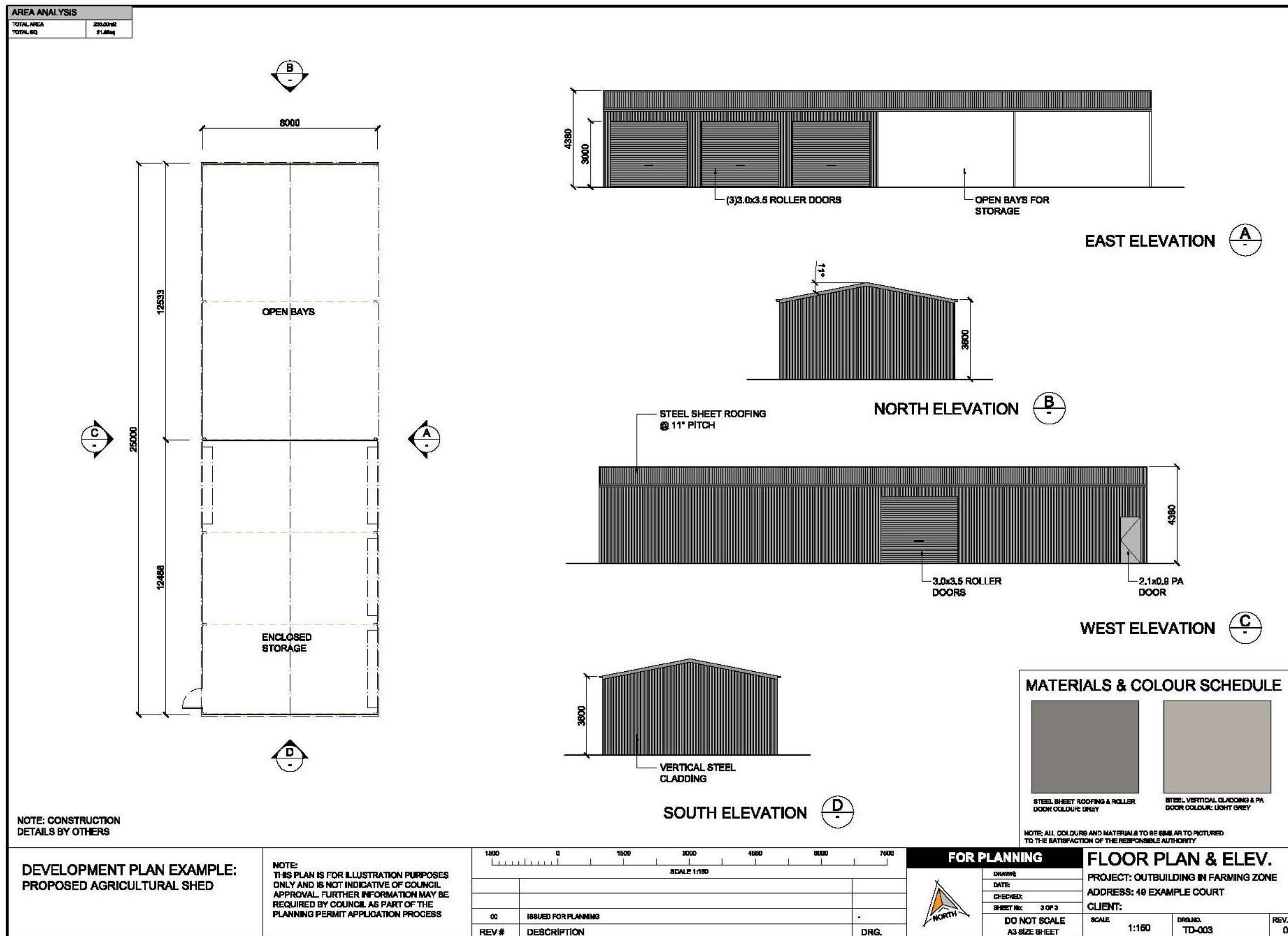
ELEVATIONS

DRAWN:	PROJECT: PROPOSED INDUSTRIAL BUILDING
DATE:	ADDRESS: LOT 52, EXAMPLE STREET
CHECKED:	CLIENT:
SHEET No: 3 OF 3	SCALE 1:150
DO NOT SCALE A3 SIZE SHEET	DRG. NO. TC-003
	REV. 00

Agricultural building









PLANNING PERMIT APPLICATION TIMEFRAMES

Council is legally required to make a decision on a planning permit application within 60 days from the lodgment date, however many factors can influence this timeframe.

These factors are detailed below for a standard (not VicSmart) planning permit application process:



<u>Clock Start</u> Planning Permit application lodged	Council initial review of application	<u>Clock Reset</u> Request for further information within 28 days	<u>Clock Runs</u> Further information provided	<u>Clock Stopped</u> Notice of application required	<u>Clock Runs</u> Last notice given	<u>Clock Runs</u> Council final assessment of application	<u>Clock Stopped</u> Decision issued Application lodged at VCAT
		<u>Clock Runs</u> Request information outside 28 days	<u>Clock Runs</u> Further information provided	<u>Clock Stopped</u> Notice of application required	<u>Clock Runs</u> Last notice given	<u>Clock Runs</u> Council final assessment of application	<u>Clock Stopped</u> Decision issued Application lodged at VCAT



Note:

If an amendment to a planning permit application is lodged during the process, the statutory timeframe is reset to zero and the process starts again.

If the council does not issue a decision on a planning permit application within the statutory timeframe, the applicant has the right to lodge an appeal with the Victorian Civil and Administrative Tribunal (VCAT) under section 79 of the Act.

REQUIRED REGULATORY APPROVALS

Early identification of the regulatory approvals and information required for your proposal can enable a coordinated and streamlined approach for the assessment process. The following table shows the regulatory approvals that might be required based on common proposals:

Proposal	Likely Approvals	Relevant Organisation
Dwelling	Planning Permit	Council Planning Department
	Building Permit	Private Building Surveyor
	Septic System and Effluent Disposal	Council Health Department
	Crossover Permit (New or altered access only)	Council Infrastructure Department VicRoads (Access to Road Zone Category 1 only)
	Development Contributions Levy (New dwellings and multi-dwellings only)	Council Infrastructure Department
Subdivision	Planning Permit	Council Planning Department
	Public Contributions Levy	Council Infrastructure Department
	Certification	Council Planning Department
Commercial Development	Planning Permit	Council Planning Department
	Building Permit	Council Planning Department
	Crossover Permit (New or altered access only)	Council Infrastructure Department VicRoads (Access to Road Zone Category 1 only)
	Development Contributions Levy	Council Infrastructure Department
Food and Drink Premise Health and Beauty Accommodation	Planning Permit	Council Planning Department
	Building Permit (Buildings and works proposed only)	Private Building Surveyor
	Liquor License & Footpath Trading	Council Health Department Council Planning Department Victorian Commission for Gambling and Liquor Regulation
	Business Identification Sign	Council Planning Department
	A-Frame Sign	Council Local Law Department
Agricultural Building	Planning Permit	Council Planning Department
	Building Permit	Private Building Surveyor
Other (Site Specific)	Flood Risk	Local Water Authority Local Catchment Management Authority Council Planning Department
	Bushfire Risk Bushfire Management Plan	Council Planning Department CFA
	Aboriginal Cultural Heritage Sensitivity Cultural Heritage Management Plan	Registered Aboriginal Party Council Planning Department
	Constructing Over Easement	Asset Owner
	Pathway Assessment Report (Native vegetation removal only)	Department of Environment, Land, Water and Planning Council Planning Department
	Access to Road Zone Category 1	VicRoads

RELEVANT PLANNING INFORMATION

Service	What is it?	Source
Legislation		
Planning and Environment Act 1987	This Planning and Environment Act 1987 (the Act) governs planning in Victoria.	www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/paea1987254/
Planning and Environment Regulations 2015	The Planning and Environment Regulations 2015 sit under the Act and provides the prescribed forms and notices.	www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/vic/consol_reg/paer2015363/index.html
Subdivision Act 1988	This is the Act governing the subdivision process in Victoria.	www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/sa1988153/
Prescribed Fees	The state government has a set of prescribed fees for planning permits, planning scheme amendments and some other planning matters. These are determined by using the government's fee units which is set in accordance with the Monetary Units Act 2004.	www.planning.vic.gov.au/legislation-regulations-and-fees/planning-and-subdivision-fees
Victorian Civil and Administrative Tribunal (VCAT)	VCAT hears and decides on applications by permit applicants, permit holders, objectors and responsible authorities involving disputes over the use and/or development of land. Majority of matters fall under the Planning and Environment Act 1987.	www.vcat.vic.gov.au/get-started/planning-and-environment
Planning Panels Victoria	Planning Panels Victoria provide independent planning advice and recommendations by considering submissions, conducting hearings and preparing reports for the responsible authority and involves third parties where relevant.	www.planning.vic.gov.au/panels-and-committees/panels-and-committees
Austlii	Austlii is an online database for legal hearings. You can find both VCAT cases and red dot decisions (these identify the interpretation of provisions or clarify points of law).	www.austlii.edu.au/cgi-bin/viewdb/au/cases/vic/VCAT/
Planning Schemes and Maps		
Using Victoria's Planning System	Using Victoria's Planning System is a detailed guide that provides technical information on using Victoria's planning system including statutory planning processes and planning scheme amendments.	www.planning.vic.gov.au/guide-home/using-victorias-planning-system

Service	What is it?	Source
A Practitioner's Guide to Victorian Planning Schemes	The Practitioner's Guide to Victorian Planning Schemes is a guide to assist practitioners with preparing a new or revised provision for the planning scheme.	www.planning.vic.gov.au/latest-news/practitioners-guide
Planning Schemes Online	Planning Schemes Online is an electronic version of the planning scheme.	planning-schemes.delwp.vic.gov.au/schemes
VicPlan	VicPlan is a mapping tool produced by the state government where you can research the planning controls and information for a property. You can also create property reports which identify all the planning controls on a parcel of land.	mapshare.maps.vic.gov.au/vicplan/
General		
Planning Services - Department of Environment, Land, Water and Planning (DELWP)	The state government is the leading planning authority in Victoria the website is a general source of current planning or other relevant information.	www.planning.vic.gov.au/
Technical		
Cultural Heritage Management Plan (CHMP)	A CHMP might be required on a site that is subject to Aboriginal cultural heritage significance under the Aboriginal Heritage Act 2006 (Victoria) and Aboriginal Heritage Regulations 2007. A tool can be used at the following link to confirm if a CHMP is required.	www.aav.nrms.net.au/aavQuestion1.aspx
Bushfire Manage Overlay (BMO)	The BMO information provided by DELWP has information that can be used by both practitioners of the scheme and the public. This includes planning permit application requirements for building in the BMO and other relevant information and templates.	www.planning.vic.gov.au/policy-and-strategy/bushfire-protection/bushfire-management-overlay
Advisory Notes	An advisory note relates to specific planning issues or amendments. They are an information document rather than providing guidance on assessing planning matters. When a major policy change occurs, an advisory note is usually produced. Some examples include: Information about when the planning scheme amendment process changed. Information about reducing amendment timeframes	www.planning.vic.gov.au/publications/planning-advisory-notes

Service	What is it?	Source
	Information regarding the gaming provisions in the scheme.	
Practice Notes	<p>A practice note provides advice about the operation of the Victoria Planning Provisions, planning schemes and a range of planning processes and topics. They are used in both statutory planning and strategic planning by planners and the public in the assessment of applications. Some examples include:</p> <ul style="list-style-type: none"> Contaminated land Applying different controls (more related to planning scheme amendments) Assessing applications under Cause 55 Rural residential development 	www.planning.vic.gov.au/publications/planning-practice-notes
Environment Protection Authority (EPA) policies	Depending on the proposal, EPA guidelines may apply such as buffers or separation distances for industrial air emissions, industrial waste disposal, noise associated with commercial uses and landfills.	www.epa.vic.gov.au/business-and-industry/guidelines/planning
Incorporated documents	<p>Incorporated documents must be considered as part of a planning decision. They can be state wide, or municipal specific. Some examples include:</p> <ul style="list-style-type: none"> Native vegetation Codes of Practice 	www.planning.vic.gov.au/schemes-and-amendments/planning-scheme-structure/planning-scheme-structure/incorporated-documents
Reference documents	Reference documents do not hold statutory weight and provide background to the policy in the planning schemes. Each council will have their own set of reference documents.	www.planning.vic.gov.au/schemes-and-amendments/planning-scheme-structure/planning-scheme-structure/incorporated-documents
Codes of Practice	<p>In the planning scheme, some uses require compliance with a Code of Practice and these can be incorporated documents in the planning scheme that must be considered with a planning permit application. Some examples include:</p> <ul style="list-style-type: none"> Timber production Telecommunications facilities Tennis Courts 	Refer to clause 72.04 of the Planning Scheme planning-schemes.delwp.vic.gov.au/schemes

- End report -