



Office Use Only

VicSmart:

 Yes No

Specify class of VicSmart application:

Application for Planning Permit

If you need help to complete this form, read [How to complete the Application for Planning Permit form](#).

! 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.

! Questions marked with an asterisk (*) are mandatory and must be completed.

! If the space provided on the form is insufficient, attach a separate sheet.

Application type

Is this a VicSmart Application?*

 No Yes

If yes, please specify which VicSmart class or classes:

! If 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

The Land **i**

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

Street Address*

Unit No:	St. No:	St. Name:
Suburb/Locality:		Postcode:


Formal Land Description*
Complete either A or B

! This information can be found on the certificate of title.

A	Lot No:	<input type="radio"/> Lodged Plan	<input type="radio"/> Title Plan	<input type="radio"/> 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

 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.


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](#)

 Provide 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.

Estimated cost of development for which the permit is required*

Cost \$


 You may be required to verify this estimate
Insert '0' if no development is proposed

If the application is for the land within **metropolitan Melbourne** (as defined in section 3 of the *Planning and Environment Act 1987*) and the estimated cost of development exceeds \$1 million (adjusted annually by CPI) the Metropolitan Planning Levy **must** be paid to the State Revenue Office and a current levy certificate **must** be submitted with the application. Visit www.sro.vic.gov.au for information.

Existing Conditions

Describe how the land is used and developed now*

Eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

 Provide 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. (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.

Applicant *

The person who wants the permit

Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address		If it is a PO Box, enter the details here:
Unit No:	St. No:	St. Name
Suburb/Locality:	State:	Postcode:

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')	<input type="checkbox"/>
Name:			
Title:	First Name:	Surname:	
Organisation (if applicable):			
Postal Address		If it is a PO Box, enter the details here:	
Unit No.:	St. No.:	St. Name	
Suburb/Locality:		State:	Postcode:

Please provide at least one contact phone number *

Contact Information	
Business Phone:	Email:
Mobile Phone:	Fax:

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		If it is a PO Box, enter the details here:	
Unit No.:	St. No.:	St. Name	
Suburb/Locality:		State:	Postcode:
Owner's Signature (optional):		Date:	
		day / month / year	

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*

⚠ 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:

<input type="checkbox"/>	Filled in the form completely?	 Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
<input type="checkbox"/>	Paid or included the application fee?	
	Provided all necessary supporting information and document?	
<input type="checkbox"/>	A full and current copy of the information for each individual parcel of land forming the subject site.	
<input type="checkbox"/>	A plan of existing conditions.	
<input type="checkbox"/>	Plans showing the layout and details of the proposal.	
<input type="checkbox"/>	Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.	
<input type="checkbox"/>	If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).	
<input type="checkbox"/>	If applicable, a current Metropolitan Planning Levy certificate (a levy certificate expires 90 days after the day on which it is issued by the State Revenue Office and then cannot be used). Failure to comply means the application is void.	

<input type="checkbox"/>	Completed the relevant Council planning permit checklist?
<input type="checkbox"/>	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 <http://www.delwp.vic.gov.au/planning>.

Assistance can also be obtained from council's planning department

Lodgement

Lodge the completed and signed form, the fee payment and all documents with:

Central Goldfields Shire Council
PO Box 194, Maryborough VIC 3465
22 Nolan Street, Maryborough VIC 3465

Contact Information

Telephone: (03) 5461 0610
Fax: (03) 5461 0666
Email: mail@cgoldshire.vic.gov.au

Deliver application in person, by fax, by email or by post:

Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above mentioned address.