

Planning Application Information Requirements

Do I need a planning permit?

Planning permits are generally required for any development or change of land use. If you do need a planning permit, it must be obtained before a building permit can be issued or work can begin.

If you want to know if a planning permit is required for your proposal, please contact our Planning Services team on (03) 5950 1010 or visit our Planning Counter at the Mornington Office located on the corner of Queen and Main Streets, Mornington.

You can also book an appointment with our Pre-Application planner to discuss your proposal in detail, identify any issues with the proposal and make any required changes before lodging your application - Book your appointment [here](#)

How do I apply for a planning permit?

If you do need a planning permit for your proposal, you will need to lodge a planning application. All planning applications require the following information:

Planning Application Form

A complete planning permit application form including the property address, proposal, owner's details, cost of the development and signed declarations.

A guide prepared by the Department of Planning on how to fill in your application form can be viewed [here](#)

Certificate of Title

A current copy of the Certificate of Title (produced within the last 3 months) including the registered search statement, Plan of subdivision and any restrictions that apply to the land e.g. covenants or Section 173 agreements.

For guidance on how to obtain your certificate of title, an instructional video can be viewed [here](#)

Plans

One copy of the site, elevation and floor plans.

- A **site plan** is a birds-eye view of the site layout and the proposed development
- A **floor plan** is a birds-eye view of the layout of the existing buildings and proposed structures within the development
- An **elevation plan** is a side-on view of the proposed development from all four sides.

Application Fee

Pay the necessary prescribed fees as per the **Planning Services - Fee Schedule**

Additional Information

Additional documentation may be required depending on the nature of your application. A planning officer can advise if you will need additional documentation and referral to other authorities.

If your proposal is complex due to the planning scheme requirements, further information and the services of a professional consultant may be required. Please refer to the [checklists](#) for common types of use and/or development applications.

Lodging a planning application

Planning applications can be either lodged at a Shire Office or sent electronically to the following email address: planning@mornpen.vic.gov.au

Council processes all planning applications electronically; therefore the preferred method of lodgement is via email.

Once the application has been lodged by Council, you will be notified of your planning application number and will also be provided with the contact details of the officer responsible for assessing your application.

Requests for further information from Council

A planning officer will review the application to check that all required details have been provided and if additional information is required, a further information request letter will be sent.

Council's further information letter will specify the additional information required to assess the application and will also highlight potential issues with your proposal. You must comply with the lapse date (deadline) stated on the letter or if you require more time, a request will need to be made in writing prior to the due date

An application cannot be assessed until all of the required information has been provided.

Advertising

If Council thinks that the application could impact on others, we will give notice of the application, which is also referred to as advertising. If advertising is required, we will issue written notices to all relevant parties.

The advertising period is 14 days and plans are available for view on our website at

[Advertised Planning Applications](#)

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