

Application for a Planning Permit

Use this form to make an application for a planning permit under Section 47 of the *Planning and Environment Act 1987* and to provide the information required by Regulation 15 of the *Planning and Environment Regulations 2005*.

Supplementary information requested in this form should be provided as an attachment.

Privacy notice

All information collected as part of this permit application will be available for public inspection in accordance with Section 51 of the *Planning and Environment Act 1987*. If you fail to provide this information, your application may not be processed. The information collected about you as part of the planning permit process will be made available at your request.

1. Contact Council

Contact the Planning Services unit on (03) 5950 1010 if needed to discuss the specific requirements for this application or to obtain a planning permit checklist from www.mornpen.vic.gov.au. Insufficient or unclear information may delay your application.

Has there been a
Pre-application meeting with a
Council officer?

☐ Yes

☐ No

If yes, with whom?

Date:

2. The Land

Address of the land

Street No:

Street Name:

Lot No:

On LP/PS No:

Suburb:

Postcode:

3. Existing Conditions

Describe how the land is currently being used E.g. Single dwelling, three dwellings, shop, factory, medical centre with two practitioners, licensed restaurant with 80 seats. A plan and photos of the existing conditions are helpful.

4. The Proposal

Provide details of what you want to do with the land. The details must clearly convey the nature of the proposal. This will be used in any notice about the application. Attach additional information if there is insufficient room.

5. Costs of development

Estimated cost of any 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 estimated cost of the development exceeds \$1,344,000 (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. Please visit www.sro.vic.gov.au for further details.

6. Title Information

Encumbrances on title*

Check on title information:

Covenants, section 173 agreements and other restrictions are identified on the certificate of title.

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, a section 173 agreement or other obligation such as easements 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 (**no more than three months old**) for each individual parcel of land forming the subject site. (The title includes: the covering "registered search statement", the title plan of subdivision and the associated title documents, known as 'instruments', e.g. restrictive covenants).

7. Applicant and owner details

Provide details of the applicant, contact and owner of the land

Applicant

Name:	
Organisation:	
Postal Address:	
Postcode:	
Contact phone:	Mobile Phone:
Email:	

Applicant Contact

The person you want council to communicate with about the application

(only complete if different from above)

Name:	
Organisation:	
Postal Address:	
Postcode:	
Contact phone:	Mobile Phone:
Email:	

Owner

The person or organisation who owns the land.

☐

Same as applicant

Where the owner is different from the applicant, please provide the name of the person or organisation who owns the land.

Name:
Organisation (if applicable):

8. Site Access

The Planning Officer may need full access to the subject site (front and rear) as part of their assessment. Please indicate below if access is available:

☐

Full and safe access to the property is available

☐

Full and safe access to the property is not available

If full and safe access to the property is not available, please provide details of how a suitable inspection time can be arranged.

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9. Checklist

Have you.....

☐	Filled in the form completely (including the title information)?
☐	Attached all necessary supporting information and documents? ☐ A full, current copy of title information (no more than three months old) for each land parcel of land forming the subject site ☐ One set of plans showing the layout and details of the proposal ☐ If required, a description of the likely effect of the proposal (e.g. traffic, noise, environmental impacts)
Attached additional information providing details of the proposal, including any information required by the Planning Scheme or by Council	
Completed the relevant Council permit checklist? (please refer to Councils website for relevant application checklists)	
Signed the declaration?	

10. Declaration

This form must be signed

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 all the information in this application is true and correct and the owner(if not I) has been advised of the permit application.

Name:

- ☐ Owner
☐ Applicant

Signature:

Date :

Lodgement

Lodge a copy of the completed signed form and all documents:

Please lodge your application via our [online lodgement portal](#)

Payment: an invoice will be emailed to you after your application has undergone an initial review

For help or more information:

If you require assistance or are unable to lodge online, please contact Planning Support on (03) 5950 1010 to discuss alternative lodgement options