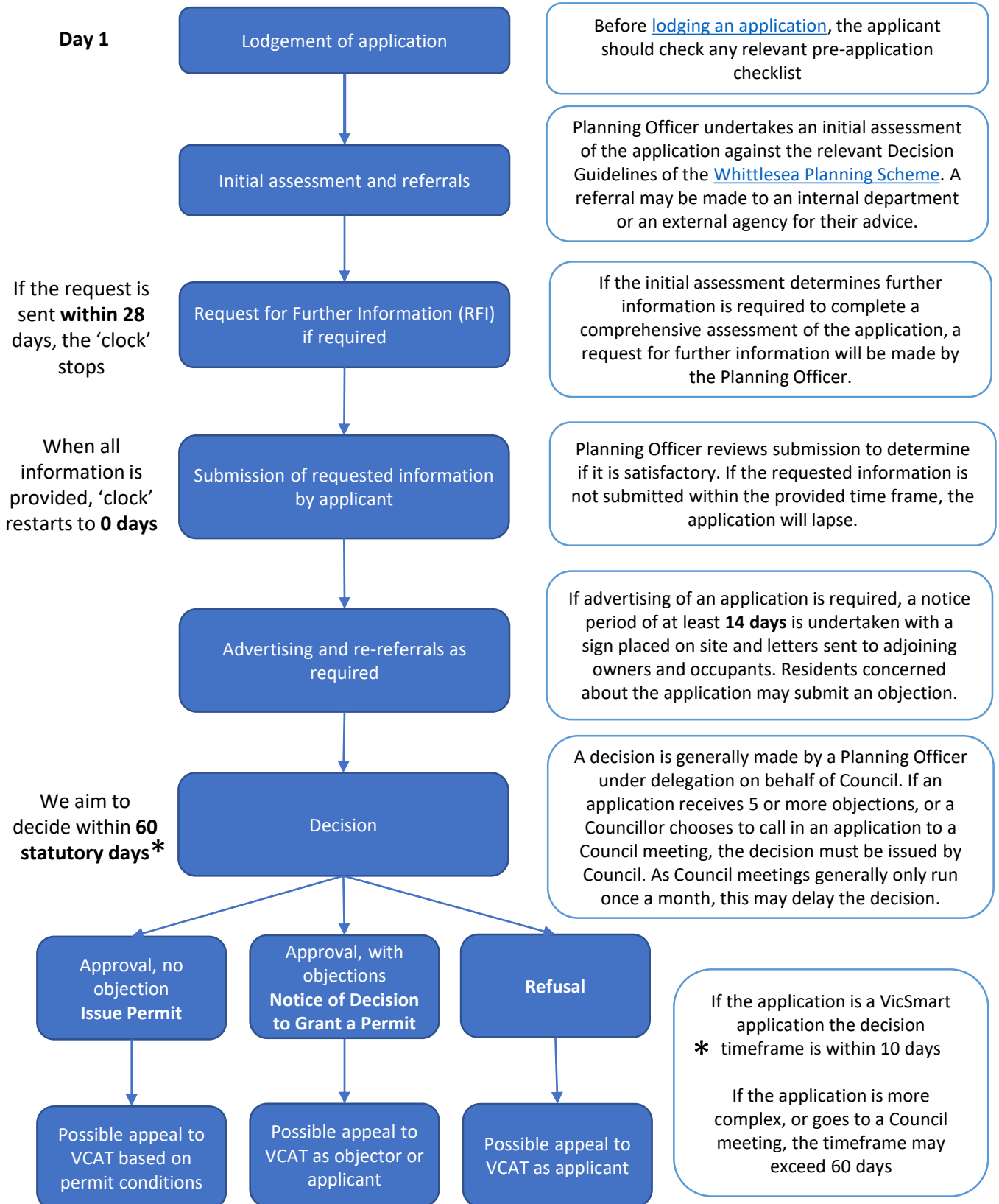


Simplified outline of the Planning Permit process



Pre-Application Checklist

1

Check if a permit is required and what is required for the application

- Before making an application the applicant should check [whether they require a permit](#) and about the [planning scheme and controls](#).
 - Check any relevant application checklist
- It is important that the applicant does their due diligence with the application by checking to ensure the proposal does not breach any restriction or agreement on title.
- To discuss whether your project can be considered for [VicSmart](#) contact our Building and Planning Department on 9217 2259.
 - You may need to engage with a professional planner for complex applications.

2

Prepare your application

- Application form and state regulated accompanying application fee. If you are lodging the application through an online portal, this webform is the application form.
- A complete and up-to-date (i.e. issued in the last three months) [copy of the Certificate of Title](#) for the property including the Register Search Statement, any approved plan of subdivision, and any encumbrances, restrictive covenants, or Agreements under Section 173 of the Planning and Environment Act 1987.
- A [copy of all plans](#) including site plan, elevations and floor plan. Plans must show existing and new buildings, floor levels, site levels, car parking, earthworks and tree removal, if required.
- Applications that [include the use of land](#) must include a description of the use, such as operating hours, number of staff etc. This may be easiest to include in an accompanying cover letter.
- Relevant reports, if required. If you are unsure if any reports will need to be submitted please contact the department.

3

Lodge your application online

When lodged the application will be allocated to a Planning Officer to assess. Planning Officers will aim to contact you within four weeks if further information is required or with an update regarding your application.