

Vic Smart Planning permit



What you need to do

Before you start!

The fast and easy way to apply is online via

portphillip.vic.gov.au/vicsmart

Otherwise complete this form to apply via email.



Complete the form and provide supporting documents

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email to planhelp@portphillip.vic.gov.au.

Hard copy applications are not accepted.



What comes next

Once your application is processed you will receive an invoice for payment.

Read before starting

This application form is only for VicSmart applications. For all other planning permit applications, please use the Application for Planning Permit.

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 us (see last page for contact details).

Fees

Please refer to the planning fee schedule on our [website](#) or contact us for more information.

Recent copy of your title

Title information must not be older than three (3) months and include a 'register search statement', the title diagram and any relevant associated title documents.

Nominate one contact

In order to avoid any confusion, we will communicate only with the nominated contact person.

Accurate proposal description

Providing an accurate description of the proposal on this form will help to avoid unnecessary delays.

Documentation

To prevent delays and save you time, correct documentation must be included with this application. Refer to the appropriate VicSmart Checklist in Section 2 for the required documentation to support your application.

Further information

portphillip.vic.gov.au/vicsmart

1 Declaration

I am the applicant; and that all the information in this application is true and correct.

The owner (if not myself) has been notified of the permit application.

I have completed the relevant additional Council planning permit checklist.

I have provided all necessary supporting information and documents.

2 Application type

Please select at least 1 (one) of the following:

Realign the common boundary between two lots
(refer to Clause 59.01, VicSmart checklist 1)

Subdivide buildings and car parking spaces
(refer to Clause 59.02, VicSmart checklist 2)

Subdivide land into an approved development two lots
(refer to Clause 59.02, VicSmart checklist 3)

Construct a front fence in a residential zone
(refer to Clause 59.03, VicSmart checklist 4)

Buildings and works in the Mixed Use Zone
(refer to Clause 59.04, VicSmart checklist 5)

Buildings and works in commercial and industrial zones
(refer to Clause 59.04, VicSmart checklist 5)

Buildings and works in the Capital City Zone and
Docklands Zone (refer to Clause 59.04, VicSmart
checklist 5)

Building or works in an overlay
(refer to Clause 59.05, VicSmart checklist 6)

Remove, destroy or lop a tree
(refer to Clause 59.06, VicSmart checklist 7)

Applications under a Heritage Overlay
(refer to Clause 59.07, VicSmart checklist 8)

Applications under a Special Building Overlay
(refer to Clause 59.08, VicSmart checklist 9)

Advertising sign in commercial and industrial zones
(refer to Clause 59.09, VicSmart checklist 10)

Reducing the requirement for car parking
(refer to Clause 59.10, VicSmart checklist 11)

Reduce or waiver the requirement for loading or
unloading (refer to Clause 59.12, VicSmart checklist 12)

Extension to one dwelling on a lot in a residential zone
(refer to Clause 59.14, VicSmart checklist 15)

3 Land details

If this application relates to more than one address, please attached additional addresses on a separate sheet.

Unit number Number Street name

Suburb / locality

Postcode

Formal land description - complete either section A or B. This information can be found on the Certificate of Title.

A

Lot number

Lodged Plan

Plan of subdivision

Number

B

Crown allotment number

Section number

Parish / Township name

4 The proposal

For what use, development or other matter do you require a permit?

- ② Please provide full details of your request and attach any additional documents. Insufficient or unclear information will delay your application. Include all documentation listed in the relevant VicSmart Checklist, plans and elevations and, if required, a description of the likely effect of the proposal.

Does this application relate to a planning compliance issue?

No Yes

If yes, please state the Planning Compliance reference number

What is the estimated cost of development for which the permit is required?

You may be require to verify this estimate. Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence).

5 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).

For proposals for a new use of commercial premises only, has your lease of the premises commenced?

Yes No

If no, what is the commencement date of lease (if known)?

- ② Provide a plan and photos of the existing conditions.

6 Title information

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 No

Not applicable (no such encumbrance applies)

If yes, contact Council for advice on how to proceed before continuing with this application.

- ② Provide a full, current copy of the title (obtained within three months of lodging this application) 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, know as 'instruments', eg. restrictive covenants.

7 Applicant details - person who wants the permit

First and last name Organisation (if applicable)

Unit number Number Street name

Suburb / locality State Postcode

8 Contact person details - if same as applicant, go to question 9 Contact details

First and last name Organisation (if applicable)

Unit number Number Street name

Suburb / locality State Postcode

9 Contact details

Best phone number to contact you on Email address

10 Owner details - The person or organisation who owns the land

Is the owner the same as the applicant?

No Yes If yes, go to question 11

First and last name Organisation (if applicable)

Unit number Number Street name

Suburb / locality State Postcode

11 Pre-application meeting

Has there been a pre-application meeting with a Council planning officer?

No Yes

If yes, please provide details.

Officer name

Date

Office use only

Application
number

Date
lodged

For further information or a large print version

 ASSIST 03 9209 6777  portphillip.vic.gov.au/vicsmart  planhelp@portphillip.vic.gov.au

Privacy policy

The City of Port Phillip is committed to protecting personal information provided by you in accordance with the principles of the Victoria privacy laws. The information you provide will be used for the following purposes:

- correspond with you about your permit application
- if necessary, notify affected parties who may wish to inspect your application so that they can respond - this may be a notice onsite, in a newspaper and/or by post
- if necessary, forward your application to a referral authority who must also keep a register available for inspection by any person.

The information you provide will be made available to:

- any person who may wish to inspect your application until the application process is concluded, including any review at VCAT
- relevant officers at Council, other Government agencies or Ministers directly involved in the planning process
- persons accessing information in accordance with the Public Records Act 1973 or the Freedom of Information Act 1982.

This information is being collected in accordance with the Planning and Environment Act 1987. If all requested information is not received, Council may not be able to process your application. You may access the information you have provided to Council by emailing planhelp@portphillip.vic.gov.au