

Making a submission to a Planning Permit Application



Merri-bek
City Council

What can I do if I am notified of a Planning Application?

1 Learn about the application

If you are notified of a planning application, the first step is to review the advertised application material (plans and other information) on our website at www.merri-bek.vic.gov.au/advertplans or by scanning the QR code below.

You can also call Council on 9240 1111 and speak to a Planner or book a 10-minute face-to-face meeting by visiting our [online booking page](#), if you would like more information or help understanding what's proposed.

Council's assessment of an application depends on why the proposal needs a Planning Permit in the first place. Council officers can help provide technical advice on the relevant parts of the Planning Scheme.

2 Decide whether to lodge a submission

After you have viewed the application material, you have two options:

Unconcerned?

If you are unconcerned by the proposal, you don't have to take any further action.

Concerned?

After a discussion with a Planner, if you have a concern about the proposal, you may object to it on Council's website.

How do I lodge a submission?

You can make a submission at www.merri-bek.vic.gov.au/advertplans

Submissions should be lodged within the 14-day notice period, however all submissions made prior to a decision has been made will be considered. Council will not decide on an application before the notice period ends.



Speak with us in your language



For more information visit merri-bek.vic.gov.au/your-language

Per maggiori informazioni nella tua lingua, chiama il numero **9280 1911**

اپنی زبان میں مزید جاننے کے لیے
پر کال کریں۔ **9280 1917**

如需了解更多您语言版本
的信息, 请致电 **9280 0750**

अपनी भाषा में अधिक जानने के
लिए, **9280 1918** पर कॉल करें

Για να μάθετε περισσότερα στη
γλώσσα σας, καλέστε το **9280 1912**

तपाईंको भाषामा थप जान्नको लागि,
9280 1910 मा कल गर्नुहोस्

Para saber más en tu idioma
llama al **9280 1916**

To speak with us in a
language not listed here,
please call **9280 1919**

لمعرفة المزيد بلغتك، اتصل
بالرقم **9280 1913**

Kendi dilinizde daha fazla bilgi
edinmek için **9280 1914**'ü arayın

Để tìm hiểu thêm bằng ngôn
ngữ của bạn, hãy gọi **9280 1915**

Ensure your submission is effective

Tips for your submission:

- ✓ Clearly explain how the proposal may impact you. If only part of the proposal will impact you, highlight this. The use of dot points to describe how each issue affects you, can work well.
- ✓ Provide evidence for your concerns where possible. Supporting images can be helpful.
- ✓ If possible, relate your concerns back to relevant parts of the Planning Scheme.
- ✓ Include suggestions of solutions that might address your concerns.

Common concerns generally not considered valid grounds for objection:



- Loss of property value
- Impacts on views
- Commercial competition
- Who will live in the development
- Increased vehicle pollution
- Asbestos removal
- Boundary fencing between private properties (covered by the Fences Act)
- Construction process impact (addressed at building permit stage)

Note – Contact Council should you have concerns on the above grounds

Common objection concerns open for discussion:



- Impact on the character of the neighbourhood and heritage controls
- Overlooking (e.g. balconies/windows that can look into a backyard)
- Overshadowing (casting shadows over backyards)
- Insufficient car parking (only if seeking a reduction)
- Noise related to the proposed use
- Removal of significant trees and tree impacts
- Building scale and visual bulk.

What happens next?

Once you make a submission, you will receive an acknowledgement letter from Council.

This letter includes an overview of what happens after you lodge your submission. The next steps usually include:

- ✓ Communication from the planning officer to discuss concerns
- ✓ Council consideration of submissions received when making a decision
- ✓ Receiving a copy of Council's Notice of Decision or Refusal to Grant a Planning Permit.

Petitions, or joint objections from the same address count as one submission. Council will send all correspondence to the first name listed on the petition.