

How to apply for a planning permit



Merri-bek
City Council

Pre-application meetings

Firstly, have a preliminary discussion about your proposal with the City Development Branch to assist with the preparation of the application.

Pre-application meetings are designed to advise applicants whether proposals are generally consistent with the Merri-bek Planning Scheme before they are lodged. Planning staff will also aim to assist applicants to become fully aware of the standard and extent of documentation required to provide in order to reduce or avoid the need for Council to request further information.

Required information

Before lodging a planning permit application, please refer to the relevant checklist/s to ensure the information required before your application is submitted. Checklists are available on the Council website and are available for the following types of applications:

- One dwelling on a lot (applications assessed under Clause 54 of the Merri-bek Planning Scheme)
- Two or more dwellings on a lot (applications assessed under Clause 55 of the Merri-bek Planning Scheme)
- Development
- Use of land
- Advertising signs
- Licensed premises (applications to use land to sell or consume liquor pursuant to Clause 52.27 of the Merri-bek Planning Scheme)
- Car parking reduction or waiver

You may need to refer to more than one checklist, depending on why a planning permit is required. All approvals being sought should be included in the one application.

Please note that the planning officer assessing the application may require additional information, or may need to clarify the information provided with an application.

Submit a planning application online by visiting [www.merri-bek.vic.gov.au/building-and-](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-application-process)

[business/planning-and-building/planning/planning-application-process](http://www.merri-bek.vic.gov.au/building-and-business/planning/planning-application-process). Along with the completed application form you must submit:

- A legible, full and current copy of title showing the search statement including details of any unregistered dealings and the plan of subdivision. The title must be no older than 3 months and show all boundaries, easements and a full copy of any registered restricted covenants on the land.
- The appropriate application fee.
- A neighbourhood and Site Description and a Design Response for applications assessed under Clauses 54 and 55 of the Merri-bek Planning Scheme.
- An urban context report and design response required by Clause 58.02 for apartment developments.

Consideration of your application

Your application will be considered in relation to the objectives of the Merri-bek Planning Scheme and Council policies. The following is a summary of the process:

- In many cases notification of your application must be given to owners and occupiers of adjoining and nearby land, in accordance with the *Planning and Environment Act*.

To find out more

Visit our website

www.merri-bek.vic.gov.au

Call us

Merri-bek City Council 9240 1111

Visit us at

Merri-bek Civic Centre, 90 Bell St, Coburg, 3058

- The application may also need to be referred, either formally or informally, to other government agencies such as Vic Roads or Melbourne Water.
- Depending on the nature of the application and any objections received, the application may have to be reported to the Urban Planning Committee or Council for a decision.
- The decision to be made could result in either a Permit with conditions, a Notice of Decision to Grant a Permit (where there have been objectors), or a Refusal.
- Your application will not be assessed against other legislation. It is important that you obtain advice in relation to the requirements of the Building Control Act, Health Act or other legislation prior to lodging your application. This will avoid future delays associated with the need to either amend or re-submit your planning permit application at a later date to incorporate any changes required by other legislation.

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service: 13 36 77 or relayservice.com.au		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751			