

TYPICAL PLANNING PERMIT PROCESS

A guide for applicants



Within 28 days

Usually 4 to 6 weeks after advertising



PRE-APPLICATION **MEETING**

- · Find out whether the proposal meets the objectives of the Planning Scheme
- Find out what information is needed for Iodgement
- Clarify the permit process
- Consider if you should talk to neighbours
- Consider engaging a consultant

TIP:

Meeting with Council early makes the application process go more smoothly.

LODGEMENT

Ensure you have the required application information (forms, fees, plans, cover letter and anv required reports).



INITIAL **ASSESSMENT &** REFERRALS

After you submit your application, Council will begin assessing it. If external referrals are needed, the process might take longer.

TIP:

A well-prepared application reduces the chances of receiving a Request for Further Information (RFI).



REOUEST FOR FURTHER INFORMATION

Council may Request Further Information (RFI) if it cannot make a decision on available information. Council provides a deadline to respond with the required information.

Council may also raise initial concerns about the application. This is the only chance to address these issues.

If no additional information is required, applications will skip to Step 5.

TIP:

Discuss any concerns raised with the Planner and address the issues before submitting your Request for Further Information (RFI) response.



RESPONSE

Council decides if your response to the Request for Further Information (RFI) is sufficient.

A second request may be required if your response doesn't provide all of the information reauested.

Once the Request for Further Information (RFI) is addressed. Council focusses on addressing any objector concerns and making a decision. Outstanding issues that have not been fixed may result in refusal of the application.



ADVERTISEMENT

Council will tell vou if the application needs to be publicly advertised.

We will send letters and arrange for a sign to be installed on site. There is a fee associated with this process.



ASSESSMENT

Council assess all aspects of your application and will make a decision.

If an application is more complex or needs a decision by Councillors, it might take more than 6 weeks.

TIP: Speak to the responsible planner about approximate time frames



ISSUE DECISION

At the end of the assessment. Council will either:

- a) Issue a planning permit
- b) Issue a 'notice of decision to grant a planning permit'. This occurs if any objections have been lodged to the application*
- c) Refuse a planning permit
- * Objectors have 28 days to lodge an appeal with the Victorian Civil and Administrative Tribunal (VCAT). If no VCAT appeals are lodged, Council will issue a planning permit.



VCAT APPEAL

If the applicant or an objector lodges an appeal with the Victorian Civil and Administrative Tribunal (VCAT), they will review the application and can change Council's decision.

VCAT timelines vary, but can take 6-12 months.



LEGEND

Typical pathway

– Council's assessment "clock" is running

- Optional but highly encouraged step
- Only if applicable step
 - Mandatory step

Note: Timing indicated is guidance based on how long most applications take at each stage