



# VICSMART PLANNING PERMIT PROCESS



## VICSMART

VicSmart is a streamlined application process.

Certain proposals may qualify for a VicSmart assessment, including:

- Two lot subdivisions
- Buildings and works (Heritage Overlay and Special Building Overlay)
- Small signage
- Car parking reductions
- Construct or extend a dwelling on a lot less than 300 sqm

Please refer to the [VicSmart website](#) for further information or call Council's Planning Department on 9240 1111 to find out more.

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

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

Up to 10 business days

1 – 5 business days

1 – 10 business days



### PRE-APPLICATION MEETING

- Review Planning Scheme requirements before you apply to find out if you are eligible for VicSmart
- Consider if you should talk to neighbours
- Consider engaging a consultant
- Check with any relevant referral authorities



### LODGE MENT

Ensure you have the required application information (forms, title information, fees, plans, cover letter and any required reports). See checklists available on the [VicSmart Website](#).

Please note: it is your responsibility to ensure that all relevant authorities (e.g. Melbourne Water) have checked and approved your application and plans before submitting your application.



### INITIAL ASSESSMENT AND REQUEST FOR FURTHER INFORMATION

After you submit your application, Council will begin assessing it.

Council may Request Further Information (RFI) within 5 business days of receiving the application.

Where a Request for Further Information (RFI) is made, the timeline for the VicSmart application may extend, depending on the quality of the information provided in your response.



### ASSESSMENT AND DECISION

Council assess all aspects of the application and makes a decision.



### ISSUE DECISION

Council will either issue a planning permit or refuse to issue a planning permit.

Once a complete application is received, a decision for VicSmart Applications is made within **10 BUSINESS DAYS**



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