

Application for a planning permit



Merri-bek
City Council

Use this form to make an application for a planning permit and to provide the information required by section 47 of the *Planning and Environment Act 1987* and regulations 15 and 38 of the *Planning and Environment Regulations 2005*. You can lodge your application via the Merri-bek City Council website at www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/apply-planning-permit.

If you need help to complete this form, read *How to make an application for a planning permit*, available on Merri-bek City Council's website. General information about the planning process is available at www.merri-bek.vic.gov.au and planning.vic.gov.au.

Contact Council's planning department to discuss the specific requirements for this application and to obtain a planning permit checklist. Insufficient or unclear information may delay your application.

Pre-application meeting

Has there been a pre-application meeting with a Council planning officer? Yes No

➤ If **yes**, please provide the following details of the meeting

Name of the Council planning officer you met with

Date of meeting

The land

Street address

Formal land description

Provide one of the formal land descriptions for the land, either A or B. This information can be found on the certificate of title.

A	Lot no	<input type="checkbox"/> Lodged plan	<input type="checkbox"/> Title plan	<input type="checkbox"/> Plan of subdivision	Number	
B	Crown allotment		Section			
	Parish/township					

Describe how the land is used and developed now

For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats.

The proposal

i You must give full details of your proposal and attach the information required to assess the application. If you do not give enough detail or an adequate description of the proposal you will be asked for more information. This will delay your application.

Read *How to make an application for a planning permit*, available on Council's website, if you need help in describing your proposal.

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

Encumbrances on title

Is the land affected by an encumbrance such as restrictive covenant, section 173 agreement or other obligations on title such as an easement or building envelope? No Yes
Encumbrances are identified on the certificate of title.

➤ If **yes**, attach a copy of the document (instrument) specifying the details of the encumbrance.

Where there is an encumbrance on the title, does the proposal breach it in any way? No Yes

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

i Note Council must not grant a permit that authorises anything that would result in a breach of a registered restrictive covenant (sections 61(4) and 62 of the *Planning and Environment Act 1987*). Contact Council and/or an appropriately qualified person for advice.

Cost of building and work/permit fees


i Most applications require a fee to be paid. Where development is proposed, the value of the development affects the fee. Contact Council to determine the appropriate fee.

Estimated cost of development for which the permit is required (including GST). You may be required to verify this estimate.	Cost \$
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Do you require a receipt for the permit fee? Yes No

Applicant details			
Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			

Owner details			
<input type="checkbox"/> Same as applicant details			
Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			


Personal information and privacy	
<p> Plans and documents you submit are placed online as part of the planning process. Council must seek your consent to publish the personal information contained in the documents you submit online. You must also ensure that you do not submit any personal information or copyright material of third parties without their informed consent.</p> <p>If you do not consent to the publication of the personal information you will be asked to supply a fully redacted set of plans and documents with all personal information removed in addition to the ones submitted with the application. The application will not be able to proceed until these documents are submitted.</p>	
I consent to the publication of personal information in the documents I have submitted to Council and I agree that I have obtained the informed consent of any third party to publish personal information contained in the material I have provided and the material provided does not breach any third party's right to privacy and copyright.	<input type="checkbox"/>
I DO NOT consent to the publication of personal information in the documents I have submitted to Council. I have instead provided an additional fully redacted copy of all the documents provided to Council with all personal information removed that Council may publish.	<input type="checkbox"/>

Submission checklist

 Ensure you have:

- Filled in the form completely.
- Paid or included the application fee; see www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-fees.
- Attached all necessary supporting information and documents, including:
 - A full copy of title information, no more than three months old, for each parcel of land forming the subject site.
 - A plan of the existing conditions. Photos are also helpful.
 - Plans showing the layout and details of the proposal.
 - If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).
 - Any other information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist. Contact Council or refer to Council planning permit checklists for more information about Council's requirements.
 - Where an encumbrance exists, a copy of the document (instrument) specifying the details of the encumbrance.
- Signed the declaration below.

Signature and declaration

-  Complete one of A, B or C.
Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

A Owner/applicant

I declare that I am the applicant and owner of the land and all the information in this application is true and correct.

Signature			
Name		Date	

B Owner

I declare that I am the owner of the land and I have seen this application.

Signature			
Name		Date	





C Applicant

I declare that I am the applicant and:

- I have notified the owner about this application;
- and all the information in this application is true and correct.

Signature			
Name		Date	

For more information & lodgement

-  **Online** visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/apply-planning-permit to lodge your application.
-  **Mail** your application and payment to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.
-  **Visit** the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.
-  **Call** Merri-bek City Council on 9240 1111.

Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*. The personal information requested on this form is being collected by Merri-bek City Council to consider and determine this application and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). Personal information disclosed in this application may be made available for public inspection including on Council's public website whilst the application is being determined, in accordance with the *Planning & Environment Act 1987*. If a planning permit is granted, the permit and any endorsed plans or documents under the permit continue to be available for public inspection including on Council's website permanently and may also be used by Council for related purposes. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided in your application, this may result in the application not being accepted, lapsing or being refused.

You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@moreland.vic.gov.au.

PLEASE NOTE: Information associated with application might be provided electronically and unless otherwise stated, Further Council may use your electronic details for other Council communication.

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:		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751	13 36 77 or relayservice.com.au		