

Planning Enquiries Phone: 1300 367 700

Web: [http://www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au/)

## Office Use Only

Application No.: Date Lodged: / /

Application for

**Planning Permit**

If you need help to complete this form, read How to complete the Application for Planning Permit form.

Any material submitted with this application, including*.* plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987.* If you have any concerns, please contact Council's planning department.

**Questions marked with an asterisk (\*) are mandatory and must be completed.**

 **If the space provided on the form is insufficient, attach a separate sheet.**

Clear Form

# The Land **i**

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

1

**Street Address \***

Postcode:

Suburb/Locality:

St. Name:

St. No.:

Unit No.:

**Formal Land Description \***

B

Plan of Subdivision

Title Plan

Lodged Plan

A

**OR**

Parish/Township Name:

Section No.:

Crown Allotment No.:

No.:

Lot No.:

Complete either A or B.

 This information can be found on the certificate of title.

If this application relates to more than one address, please click this button and enter relevant details.

Add Address

The Proposal

 You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

## For what use, development or other matter do you

2

Provide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

 **i require a permit? \***

If you need help about the proposal, read: *How to Complete the Application for Planning Permit Form*

## Estimated cost of development for which the

You may be required to verify this estimate.

Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

Cost $

3

 **i permit is required \***

Existing Conditions **i**

**Describe how the land is used and developed now \***

4

Provide a plan of the existing conditions. Photos are also helpful.

eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

# Title Information **i**

## Encumbrances on title \*

Does the proposal breach, in any way, an encumbrance on title such as a restrictrive covenant, section 173 agreement or other obligation such as an easement or building envelope?

Yes. (If 'yes' contact Council for advice on how to proceed before continuing with this application.) No

Not applicable (no such encumbrance applies).

Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', eg. restrictive covenants.)

5

If you need help about the title, read:

How to complete the Application for Planning Permit form

# Applicant and Owner Details **i**

Provide details of the applicant and the owner of the land.

6

## Applicant \*

If it is a P.O. Box, enter the details here:

Postal Address:

Name:

Postcode:

State:

Suburb/Locality:

St. Name:

St. No.:

Unit No.:

Organisation (if applicable):

Surname:

First Name:

Title:

Postcode:

State:

Suburb/Locality:

St. Name:

St. No.:

Unit No.:

Organisation (if applicable):

Surname:

First Name:

Title:

The person who wants the permit.

*Where the preferred contact person for the application is different from the applicant, provide the details of that person.*

Contact person's details \*

Name:

Same as applicant (if so, go to 'contact information')

Postal Address: If it is a P.O. Box, enter the details here:

*Please provide at least one*

*contact phone number* ***\****

**Contact information**

Fax:

Mobile Phone:

Email:

Business Phone:

## Owner \*

The person or organisation who owns the land

day / month / year

If it is a P.O. Box, enter the details here:

St. Name:

St. No.:

Postal Address:

Unit No.:

Same as applicant

Name:

Date:

Owner's Signature (Optional):

Postcode:

State:

Suburb/Locality:

Organisation (if applicable):

Surname:

First Name:

Title:

*Where the owner is different from the applicant, provide the details of that person or organisation.*

# Declaration **i**

## This form must be signed by the applicant \*

7

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

day / month / year

Date:

Signature:

Remember it is against the law to provide false or misleading information, which could result in a

heavy fine and cancellation of the permit.

# Need help with the Application? **i**

If you need help to complete this form, read How to complete the Application for Planning Permit form General information about the planning process is available at [www.dpcd.vic.gov.au/planning](http://www.dpcd.vic.gov.au/planning)

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

## Has there been a

8

No Yes

**pre-application meeting with a Council planning officer?**

Checklist **i**

**Have you:**

9

Filled in the form completely?

Paid or included the application fee?

Provided all necessary supporting information and documents?

A full, current copy of title information for each individual parcel of land forming the subject site A plan of existing conditions.

Plans showing the layout and details of the proposal

Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.

If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).

Most applications require a fee to be paid. Contact Council to determine the appropriate fee.

Completed the relevant Council planning permit checklist? Signed the declaration (section 7)?

Lodgement **i**

Latrobe City Council

**Contact information:**

Telephone: 1300 367 700

Email: latrobe@latrobe.vic.gov.au DX: 217733

**Lodge the completed and signed form, the fee payment and**

**all documents with:**

**Deliver application in person, by fax, or by post:**

Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above mentioned address. This is usually your local council but can sometimes be the Minister for Planning or another body.

Print Form

**Save Form:**

You can save this application form to your computer to complete or review later or email it to others to complete relevant sections.

Save Form To Your Computer