



# Application for a Planning Permit

Use this form to make an application for a planning permit under Section 47 of the *Planning and Environment Act 1987* and to provide the information required by Regulation 15 of the *Planning and Environment Regulations 2005*.

Supplementary information requested in this form should be provided as an attachment. 📎

## Privacy notice

All information collected as part of this permit application will be available for public inspection in accordance with Section 51 of the *Planning and Environment Act 1987*. If you fail to provide this information, your application may not be processed. The information collected about you as part of the planning permit process will be made available at your request.

## 1. Contact Council

Contact the planning unit on (03) 5950 1010 if needed to discuss the specific requirements for this application or to obtain a planning permit checklist. Insufficient or unclear information may delay your application.

Has there been a  
Pre-application meeting with a  
Council officer?

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, with whom?           |                             |
| Date:                        |                             |

## 2. The Land

Address of the land

|            |              |
|------------|--------------|
| Street No: | Street Name: |
| Lot No:    | On LP/PS No: |
| Suburb:    | Postcode:    |

## 3. Existing Conditions

Describe how the land is currently being used E.g. Single dwelling, three dwellings, shop, factory, medical centre with two practitioners, licensed restaurant with 80 seats. A plan and photos of the existing conditions are helpful.

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## 4. The Proposal

Provide details of what you want to do with the land. The details must clearly convey the nature of the proposal. This will be used in any notice about the application. Attach additional information if there is insufficient room.

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## 5. Costs of development

If a permit is required to undertake development, state the estimated cost of the proposed development. This is used to assess the amount of any fee you may have to pay.

|  |
|--|
| Cost \$  |
| Write 'NIL' if no development is proposed (e.g. change of use, subdivision, removal of covenant. Liquor licence)<br><b>! Note</b> You may be required to verify this estimate. |

## 6. Title Information

Encumbrances on title\*

### Check on title information:


Covenants, section 173 agreements and other restrictions are identified on the certificate of title.

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, a section 173 agreement or other obligation such as easements 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 (**no more than three months old**) for each individual parcel of land forming the subject site. (The title includes: the covering "registered search statement", the title plan of subdivision and the associated title documents, known as 'instruments', e.g. restrictive covenants).

## 7. Applicant and owner details

Provide details of the applicant, contact and owner of the land

### Applicant

|                 |           |
|-----------------|-----------|
| Name:           |           |
| Organisation:   |           |
| Postal Address: |           |
|                 | Postcode: |

|                |               |
|----------------|---------------|
| Contact phone: | Mobile Phone: |
| Email:         |               |

### Applicant Contact

The person you want council to communicate with about the application

(only complete if different from above)

|                 |           |
|-----------------|-----------|
| Name:           |           |
| Organisation:   |           |
| Postal Address: |           |
|                 | Postcode: |

|                |               |
|----------------|---------------|
| Contact phone: | Mobile Phone: |
| Email:         |               |

### Owner

The person or organisation who owns the land.

Same as applicant

Where the owner is different from the applicant, please provide the name of the person or organisation who owns the land.

|                               |
|-------------------------------|
| Name:                         |
| Organisation (if applicable): |

## 8. Site Access

The Planning Officer may need full access to the subject site (front and rear) as part of their assessment. Please indicate below if access is available:

Full and safe access to the property is available

Full and safe access to the property is not available

If full and safe access to the property is not available, please provide details of how a suitable inspection time can be arranged.

|  |
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|  |

## 9. Checklist

Have you.....

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Filled in the form completely (including the title information)?   |
| <input type="checkbox"/> | Attached all necessary supporting information and documents? <ul style="list-style-type: none"><li><input type="checkbox"/> A full, current copy of title information (no less than three months old ) for each land parcel of land forming the subject site</li><li><input type="checkbox"/> Three copies of plans showing the layout and details of the proposal (include one reduced copy of A4 or A3 plans if A2 or above)</li><li><input type="checkbox"/> If required, a description of the likely effect of the proposal (e.g. traffic, noise, environmental impacts)</li></ul> |
| <input type="checkbox"/> | Attach additional information providing details of the proposal, including:<br>Any information required by the planning scheme, requested by council or outlined in councils Fact File 'Planning Application Information Requirements'.  |
| <input type="checkbox"/> | Paid or included the application fee? (Contact council to determine the appropriate fee)   |
| <input type="checkbox"/> | Completed the relevant Council permit checklist? (please refer to Councils website for relevant application checklists)  |
| <input type="checkbox"/> | Signed the declaration?  |

## 10. Declaration

This form must be signed

**! Remember** it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

|   |   |
|---|---|
| <b>I declare that all the information in this application is true and correct and the owner(if not I) has been advised of the permit application.</b> |   |
| Name:   | <input type="text"/>                        |
| <input type="checkbox"/>  | Owner                                       |
| <input type="checkbox"/>  | Applicant                                   |
| Signature:  | <input type="text"/>                        |
| Date:   | <input type="text" value="DD / MM / YYYY"/> |

## Lodgement

Lodge a hard copy of the completed signed form and all documents:

|   |
|---|
| <b>Mail:</b>  |
| Mornington Peninsula Shire<br>Private Bag 1000<br>Rosebud, 3939   |
| <b>In Person:</b>   |
| The Sustainable Environment Group is located at the Mornington Office, Queen Street, Mornington. You can also lodge your application, with Councils Customer Service Staff, at the following offices;<br>Rosebud Office: Besgrove Street, Rosebud<br>Hastings Office: Marine Parade, Hastings<br>Somerville Office: Edward Street, Somerville |
| Telephone:  Planning Support (03) 5950 1010 and Fax: (03) 5950 1910<br>Email: <a href="mailto:statutory.planning@mornpen.vic.gov.au">statutory.planning@mornpen.vic.gov.au</a><br>Website: <a href="http://www.mornpen.vic.gov.au">www.mornpen.vic.gov.au</a>   |

For help or more information