

APPLICATION FOR PLANNING PERMIT

Lodging a Planning Permit Application

Applications made under section 47 (1)(a) of the *Planning and Environment Act 1987* must include the information required by Regulation 13 of the *Planning and Environment Regulations 2015*.

Council’s preferred lodgement method is online via the [ePlanning Portal](#). Alternatively, applications can be lodged in person at the Planning Counter at 311 Glenferrie Road, Malvern, emailed to council@stonnington.vic.gov.au or sent via post to Statutory Planning PO Box 53 Malvern 3144.

Have you gained preliminary advice from Melbourne Water (SBO1) or City of Stonnington’s Infrastructure Department (SBO2)? It is recommended that you seek initial advice from the relevant water authority prior to lodging a planning permit application.

Application for a planning permit under the Special Building Overlay (SBO) only.

Applicant details:	
Applicant Name(s):	
Preferred Contact (if applicable):	
Address:	
Email:	
Phone No:	

Land affected by the application:						
Address of the land:						
Title particulars of the land:	Vol:		Fol:		Lot No.:	Plan Ref:

NOTE: A full copy of title and plan, including any covenant details, must be supplied.

Proposal description - clearly the use, development or other matter for which the permit is required:

Describe the existing use of the land:

Estimated cost of Development:

State the estimated cost of the proposed development (if applicable).
Be aware that you may be required to verify this estimate.

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Owner of the land (if not the applicant):

Name(s):

Company details (if applicable):

Address:

Covenant declaration:

Is a restrictive covenant recorded or registered on the certificate(s) of title?

No

Yes

Does a restriction on the registered plan of subdivision affect the land?

No

Yes

If yes to either of the above questions, please continue below.

Do you think that the permit you have sought authorises anything that would result in a breach of the covenant?

No

Yes

Briefly explain why:

NOTE: Section 61(4) of the Act requires the Council to refuse a permit, if a permit authorises anything that would result in a breach of a registered covenant.

Declaration:

I declare that all the information in this application is true and correct and the owner (if not myself) has been advised of the application.

Name:

I am the (tick):

Owner:

Applicant:

Signature:

Date:

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

Information to include with your application

General	
	A completed planning permit application form (this can be completed via ePlanning when submitting the application)
	A recent Copy of Title, including relevant lot plan and any restrictions listed on title. A title can be obtained from www.landata.vic.gov.au
	Payment of the applicable application fee
	Metropolitan Planning Levy Certificate NOTE: Applications over \$1,271,000 (as of 1 July 2024) require a current Metropolitan Planning Levy certificate (no older than 90 days) Levy certificates are issued by the State Revenue Office and expire 90 days from the issue date.
	Written approval from Melbourne Water including copies of endorsed plans from Melbourne Water and a cover letter outlining the relevant permit conditions Prior to lodging an application with Council, written approval must be gained from Melbourne Water. The written approval must: <ul style="list-style-type: none">• be granted no more than three months prior to lodging the application;• quote the reference number of the assessed plans;• state the applicable flood levels and required floor levels; and• include applicable conditions and footnotes

Site survey prepared by a Licensed Land Surveyor, including the following information:

	Site boundaries and dimensions of the site
	Existing site and building floor levels to Australian Height Datum (AHD)

Plans (it is recommended that you engaged a suitably qualified architect or draftsman to prepare plans):

Plans and elevations of the proposed works at a scale of 1:100 or 1:200, including the following:

	North orientation
	Address of the site
	Site boundaries and dimensions of the site (this information can be found on the copy of title on the relevant lot plan and information from the Licenced Land Surveyor)
	The layout, size and use of existing and proposed buildings and works, including vehicle parking areas
	Details of the proposed works, including dimensions
	Floor levels of any existing and proposed buildings to Australian Height Datum

NOTE: These requirements may vary depending on the extent of the proposed development. This list of information to be provided is not exhaustive and is intended as a guide for applicants only. Additional items may be required to enable a proper consideration of an application. Council reserves the right to request additional information pursuant to Section 54(1) of the Planning and Environment Act 1987.

Privacy Collection Notice

In accordance with the Planning & Environment Act 1987, for the purpose of enabling consideration and review as part of a planning process, Council collects your name, contact details and signature (Personal Information), including any material submitted such as plans and other documents.

The information you provide will be used for the following purposes:

- correspond with you about your permit application
- be made available for public viewing and copying (including electronically) to any interested parties - this may be a notice onsite, in a newspaper, online via ePlanning and/or by post
- if necessary, forward your application to a Statutory Referral Authority, to other Council departments and report on it or applications more generally
- be recorded in the permit register (no name or personal details are visible in the online register).

If you do not provide your Personal Information your application will be deemed invalid. If you wish to access or alter any of the Personal Information that you have supplied to Stonnington City Council, please contact Council's Privacy Officer by telephoning 03 8290 1333 or emailing council@stonnington.vic.gov.au. For more information about how Council handles Personal Information, please refer to our [Privacy Policy](#).