

APPLICATION FOR PLANNING PERMIT – MELBOURNE WATER SBO ONLY



APPLICATION NUMBER:

DATE RECEIVED:

Planning and Environment Act 1987 Section 47(1)(a)
Planning and Environment Regulations 2015, Regulation 13

NOTE: Council's preferred lodgement method is paperless via our online portal www.stonnington.vic.gov.au/eplanning.

If lodging in paper, please print clearly and read the notes on the back before completing this form.

THE APPLICANT: Who is making this application?

APPLICANT:		PHONE:	
C/-: CONSULTANT OR OTHER		FAX:	
ADDRESS:		EMAIL:	
DO YOU HAVE MELBOURNE WATER APPROVAL INCL ENDORSED PLANS?			YES <input type="checkbox"/> NO <input type="checkbox"/>
IS THIS APPLICATION A RESULT OF AN ENFORCEMENT ISSUE?			YES <input type="checkbox"/> NO <input type="checkbox"/>

LAND AFFECTED BY THIS APPLICATION - A full copy of title, including any covenant details, must be supplied.

ADDRESS:					
LOT No.		PLAN OF SUBDIVISION:			
TITLE DETAILS:		VOLUME:		FOLIO:	

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

Describe the way the land is used now.

THE COST OF THE DEVELOPMENT

State the estimated cost of the proposed development. Be aware that you may be required to verify this estimate.	\$
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ANY MATERIAL SUBMITTED WITH AN APPLICATION INCLUDING PLANS WILL BE MADE AVAILABLE FOR PUBLIC VIEW AND COPIES MAY BE MADE TO INTERESTED PARTIES FOR THE SOLE PURPOSE OF ENABLING CONSIDERATION AND REVIEW AS PART OF A PLANNING PROCESS UNDER THE *PLANNING AND ENVIRONMENT ACT 1987*

The Owner: give the name and address of the owner of the land (not c/- the applicant or consultant)

Name:	Phone during business hours:
Address:	

DECLARATION

<p>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</p>	<p>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.</p> <p><i>In accordance with the Planning and Environment Act 1987, for the purpose of enabling consideration and review as part of a planning process, I consent to any material submitted, including plans and personal information, being made available for public viewing and copying (including electronically) to any interested parties – see over for privacy collection notice.</i></p>
	<p>Name:</p>
	<p>I am the (tick all that apply)</p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Applicant</p>
	<p>Signature: Signature: Date:</p>

CHECKLIST FOR SITES OVER 500SQM IN A MELBOURNE WATER SBO ONLY (SPECIAL BUILDING OVERLAY)

ALL APPLICANTS MUST PROVIDE INFORMATION OUTLINED BELOW

<input type="checkbox"/>	Completed Application Form, including owner's consent/declaration that owner is aware of application
<input type="checkbox"/>	Recent copy of Title INCL COPY OF TITLE PLAN (Not more than seven (7) days old for multi-unit development) applications - may be obtained from the LANDATA (Land Registry Services Pty Ltd) 2 Lonsdale Street, Melbourne. P: 9102 0402 https://www.landata.online/tpc_menu.aspx
<input type="checkbox"/>	Written approval from Melbourne Water including 2 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 Melbourne Water must also stamp 2 copies of each of the plans listed below which shall later be provided to Council for endorsement.
Site/ floor plan	
<input type="checkbox"/>	The site/ floor plans must be drawn to a scale of 1:100 and detail the following: <ul style="list-style-type: none"> • the boundaries and dimensions of the land as detailed on the Certificate of Title • site and finished floor levels to Australian Height Datum (AHD) taken by a licensed Land Surveyor, or under the direction of a licensed Land Surveyor; • the layout of existing and proposed buildings and works; and • setbacks from all boundaries
Elevations	
<input type="checkbox"/>	The elevations must be provided for all sides of all dwellings, to be drawn to a scale of 1:100, and detail the following: <ul style="list-style-type: none"> • The natural ground level and the height of the finished floor levels above natural ground level; • The location and extent of any proposed cut and fill; • Should a fence be proposed, elevation plans drawn to a scale showing construction materials and finishes and dimensioned heights of all components of the fence as measured above natural ground level

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)*.

HOW TO APPLY FOR A PLANNING PERMIT

Applications made under section 47 (1)(a) must include the information required by Regulation 13 of the Planning and Environment Regulations 2015. This Application for Planning Permit is provided to assist applicants.

You MUST GIVE FULL DETAILS of your proposal and attach as many supporting documents as possible. If you do not give enough detail or give a suitable description of the proposal, you will be asked for more information. This **WILL DELAY** your application.

- **THE APPLICANT**
 - Give your full name or the name of the company.
 - Give your full postal address and your contact phone number.
- **THE LAND**
 - Give the street number, street name, town and postcode and the lot number and lodged plan number or other Title particulars.
 - If you attach a plan, include:
 - the boundaries of the land and their measurements;
 - the street it faces, the nearest intersecting street, the distance from this street and the name of all streets on the plan;
 - the direction of north and the scale of the plan.
 - **Your planning application must be accompanied by 'a recent and legible copy of the certificate of title including details of any unregistered dealings' for the land subject to the permit application. The title should be no older than 14 days from the date the planning application is lodged with Council.**
 - **You are required to complete the attached form (Standard Declaration) and submit it to Council.**
 - **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.**
 - If the Council considers this applies to your application, the application must be refused unless you decide to take one of the following five options. (The options are outlined in the attached Standard Declaration. The option chosen must be indicated on the standard declaration form and returned to Council):-
- **THE OWNER**
 - Complete this section if the applicant is not the owner, otherwise indicate "applicant".
- **THE PROPOSAL**
 - Describe fully what you want to do with the land. The application must include a plain English description of the proposal that clearly conveys the nature of the proposal. This will be used in any notice about the application. Attach additional information if there is insufficient room.
 - Attach a plan to show details of the proposed development.
 - Briefly describe the current use of the land and any buildings.
- **THE COST OF THE DEVELOPMENT**
 - If a permit is required to develop land, you must give the estimated cost of the development. This is used to assess the amount of any fee you may have to pay.
 - Development here refers to the buildings and works you intend to construct on the land. If no buildings or works are proposed and you only intend to change the use in an existing building or on the land, the word 'NIL' should be written in this square.
 - The Responsible Authority will tell you the fee you have to pay.

HAVE YOU:

- Answered all the questions?
- Included payment to cover the application fee?
- Attached all the maps, plans, photographs and other documents?
- Included a list of all the documents?
- The Responsible Authority will tell you how many copies of each document it needs.

REMEMBER it is against the law to give false or misleading information. You may receive a heavy fine and your permit may be cancelled.

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](#).

Send the completed form and all the documents to the Responsible Authority:

STONNINGTON CITY COUNCIL – STATUTORY PLANNING UNIT

PO BOX 58 MALVERN VIC 3144

311 GLENFERRIE ROAD, MALVERN VIC 3144

COUNCIL@STONNINGTON.VIC.GOV.AU

WWW.STONNINGTON.VIC.GOV.AU/PLANNING

PLANNING SCHEDULE OF PERMIT APPLICATION FEES

Fees as of 1 July 2022

(In accordance with the Monetary Units Act 2004, the fee unit for the 2022-23 financial year is: \$15.29 and rounded to nearest .10c)

The fee for an amendment application for any combination of the classes of amendment outlined below is the sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made

Reg 9	Type of Permit Application	Fee
Class 1	Use only	\$1,360.80
Reg 9	SINGLE DWELLINGS	Fee
	To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or a permit to subdivide or consolidate land) if the cost of development is:	
Class 2	\$10 000 or less	\$206.40
Class 3	More than \$10 000 and not more than \$100 000	\$649.80
Class 4	More than \$100 000 and not more than \$500 000	\$1,330.20
Class 5	More than \$500 000 and not more than \$1 000 000	\$1,437.30
Class 6	More than \$1 000 000 and not more than \$2 000 000	\$1,544.30
	\$2 000 000 and above – refer to Other Development below	
Reg 9	VICSMART	Fee
	Applications which meet the VicSmart criteria	
Class 7	Development \$10 000 or less	\$206.40
Class 8	Development more than \$10 000	\$443.40
Class 9	Subdivide or consolidate land	\$206.40
Class 10	VicSmart application (other than a class 7, class 8 or class 9 permit)	\$206.40
Reg 9	OTHER DEVELOPMENT	Fee
	To develop land (incl single dwelling per lot) if the estimated cost of development is:	
Class 11	\$100 000 or less	\$1,185.00
Class 12	More than \$100 000 and not more than \$1 000 000	\$1,597.80
Class 13	More than \$1 000 000 and not more than \$5 000 000	\$3,524.30
Class 14	More than \$5 000 000 and not more than \$15 000 000	\$8,982.90
Class 15	More than \$15 000 000 and not more than \$50 000 000	\$26,489.90
Class 16	\$50 000 000 and above	\$59,539.30
Reg 9	SUBDIVISION	Fee
Class 17	To subdivide an existing building (other than a class 9 permit)	\$1,360.80
Class 18	To subdivide land into two lots (other than a class 9 or class 17 permit)	\$1,360.80
Class 19	To effect a realignment of a common boundary between lots or to consolidate two or more lots (other than a class 9 permit)	\$1,360.80
Class 20	To subdivide land (other than a class 9, class 17, class 18 or class 19 permit) per 100 lots created	\$1,360.80
Class 21	To: a) create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b) create or remove a right of way; or c) create, vary or remove an easement other than a right of way; or d) vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant.	\$1,360.80
Reg	CERTIFICATION	Fee
Reg 6	Certification of a plan of subdivision	\$180.40
Reg 7	Alteration of a plan under section 10 (2) of the Act (Any instance where Council requires a change to the plan to make it suitable for certification whether it be conditioned on the permit or prior)	\$114.70
	OTHER APPLICABLE STATUTORY FEES	Fee
Reg 15	Certificates of Compliance (under Section 97N)	\$336.40
Reg 16	For an agreement to a proposal to amend or end an agreement under S173 of the Act	\$680.40
Reg 18	Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council Including lodging plans to comply if the first submission to Council was unsatisfactory	\$336.40
Reg 9 Class 22	A permit not otherwise provided for in the regulation	\$1,360.80