

# Planning permit process

Timings provided below are a guidance based on how long most applications take at each stage.

You can always contact Council to clarify if your application is complex or simple

(Applications relating to industry, dwelling in farming zone & commercial and mixed use developments. Multi-dwelling & multi-lot subdivisions)

**COMPLEX** **SIMPLE**

(Single dwellings on lots under 500sqm, extension to dwelling or shed. Signage)

**TIP:** Strong engagement with council & your neighbours at this point will help to build understanding of the proposal.



## Preparation of application for lodgement

- Consider engaging a planning consultant early.
- Seek pre-planning advice and or a pre-application meeting.
- Review requirements before you apply including council checklist
- Find out about the planning scheme.



## Lodgement

Ensure you have the required application information (copy of title, forms, fees, plans, cover letter and any written planning advice received)

If there is insufficient information Council will not lodge your application. You will be notified with details of the information required.



**Initial assessment and Referrals**  
External referrals are often required for applications. Some referral authorities can take between 1-2 months to respond to Council.



Up to 4 months

Up to 14 days



## VICSMART FAST TRACK

Streamlined assessment process for applications that meet VicSmart criteria in the planning scheme.

Up to 21 days  
(for the initial assessment to be completed)

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(for the initial assessment to be completed)

**DID YOU KNOW?:**  
VicSmart Applications may include:  
• minor subdivision  
• outbuildings (sheds)  
• tree removal and lopping  
• small advertising signs  
• car parking reductions



## RFI response

If the complete response to the RFI's are not received within the required timeframe the application will lapse.



Approx. 28 days

Approx. 28 days

## Request for Further Information (RFI)

After reviewing your application, Council may determine they do not have enough information to assess and you will be required to provide information such as amended plans or other documentation

**TIP:** A complete and high quality application can reduce the likelihood of receiving an RFI later and save you time.



## Public Notice [Advertising]

Council will provide you instructions on how to undertake a formal Public Notice process.

14-28 days

14-28 days

**FYI**  
This timeframe is to allow for administration and 14 days of advertising.

14-28 days

7-28 days

## FYI - VCAT

VCAT - Applicants and objectors can both appeal Council's decision at VCAT. This will lengthen the application timeline.



## Issue A Decision

There is three options, Council will either:

- grant a permit
- refuse a permit or
- issue a NOD [notice of decision] to grant a permit



## Issue permit

If applicable, Council will issue a permit.

## FYI - NOD

If an application has objection[s] and Council has decided to issue a permit, an NOD is issued. The NOD is registered with VCAT. Objectors have 28 days to appeal.

1-5 business days

## FYI - TIME FRAMES FOR REQUEST FOR FURTHER INFORMATION IN VIC SMART

If Council requests further information, the application will be assessed within 10 business days from the receipt of your response.

1-10 business days

## LEGEND

- Typical pathway
- VicSmart Fast track
- ⋯ Council has to make a decision within 60 days from lodgement (statutory clock active)
- Optional but highly encouraged step
- Only if applicable step
- Mandatory step

**OBJECTIONS**  
Copies of any responses from public notice will be provided for you. There is an opportunity for you to respond to the objections and or amending your application in response.

## Assessment and Decision

After considering the internal and external referral responses, Council will assess all aspects of your application and make a decision.

**FYI - REPORT TO COUNCIL**  
Whilst most applications are decided by a Council Officer, some applications may be required to be decided by Councillors at a Council meeting. This will lengthen the application time

**PERMIT CONDITIONS:**  
Your permit may be issued with requirements that must be completed prior to acting on the permit. Usually these include amendments to plans and may require review by internal and external departments.

Overall timeline for **complex** applications

**6-24 MONTHS**

**1-6 MONTHS**

Overall typical timeline for **simple** applications

**2-6 WEEKS**

Overall fast tracked timeline for **VicSmart** applications