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

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

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

Up to 4

months



Approx. 28 days 😲

Up to 14

days

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



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.





Up to 21 days

[for the initial assessment to be completed]

Up to 21 days [for the initial assessment to be completed]



Request for Further Information (RFI)

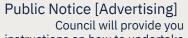
After reviewing your application, Council may determine they do not have enough information to assess and you will be required to provide information such as amended plans or other documentation

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

Approx. 28 days



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





instructions on how to undertake a formal Public Notice process.

RFI response

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.



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



PERMIT CONDITIONS:

Your permit may be issued with

14-28 days

14-28 days

This timeframe is to allow for

administration and 14 days of

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

applicable, Council will issue a permit.

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.

for **simple** applications

car parking reductions

TIP: Strong engagement with

point will help to build

council & your neighbours at this

understanding of the proposal.

 minor subdivision outbuildings [sheds]

VicSmart Applications may include:

DID YOU KNOW?:

- tree removal and lopping
- small advertising signs

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.

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

Overall fast tracked timeline for **VicSmart** applications

WEEKS

Overall timeline for complex applications

requirements that must be completed prior

amendments to plans and may require

to acting on the permit. Usually these include

review by internal and external departments.

MONTHS

Overall typical timeline