APPLICATION FOR PLANNING PERMIT

Please note Planning Applications can be lodged online

Office Use Only

Date Received | Receipt No.
---|---

Fee | App. No. | WH/

Privacy Notification

The personal information requested on this form is collected for planning purposes in accordance with the Planning & Environment Act 1987 (the Act). If you fail to provide contact details, your submission will not be considered. All information collected as part of this permit application will be made available for public inspection in accordance with Section 51 of the Act, unless you specifically request confidentiality. The information collected about you as part of the planning permit process will be made available at your request.

PLEASE PRINT CLEARLY

Pre-application Meeting

Has there been a pre-application meeting with a Council Officer?

☐ Yes  If yes, with whom? ___________________________

☐ No  Date of meeting: ___________________________

Application Type

Is this a VicSmart Application?

☐ Yes  If yes, please specify which VicSmart class or classes:

☐ No

PLEASE NOTE:

If the application falls into one of the classes listed under Clause 92 or the schedule to Clause 94, it is a VicSmart application. Council reserves the right to confirm whether this is a VicSmart application.

Applicant & Owners Name and Contact Details

The person you want council to communicate with about the application.

Name: ___________________________
Organisation: ___________________________
Postal Address: ___________________________ Postcode: _____
Contact phone: ___________________________
Mobile phone: ___________________________
Email: ___________________________

Owner’s Details (if not applicant)

Name: ___________________________
Organisation: ___________________________
Postal Address: ___________________________ Postcode: _____

The Land

Address of the land the planning application relates to:

Street No: ___________________________ Level: ___________________________
Unit No: ___________________________ Street Name: ___________________________
Suburb: ___________________________ Postcode: _____

Encumbrances on Title

Is the land affected by an encumbrance such as a restrictive covenant, section 173 agreement or other obligation on title such as an easement or building envelope? (Please tick)

☐ Yes  If yes, attach a copy of the document specifying details of the encumbrance. Does this proposal breach any of these encumbrances?

If yes, please contact Council as Council must not grant a permit that authorises anything that would result in a breach of a registered restrictive covenant.

If no, briefly explain your reasons.

☐ No  Proceed to next section
### The Proposal

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

|______________________________________________________|
|______________________________________________________|

### Current Land Use

Describe how the land is used now:
- eg: single dwelling, shop, factory, medical centre, vacant land etc.

|______________________________________________________|
|______________________________________________________|

### Cost of Proposed Buildings and Works

**Cost of Proposed Buildings and Works**

<table>
<thead>
<tr>
<th>Estimated Cost of Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost $ ____________________ (You may be required to verify this estimate)</td>
</tr>
</tbody>
</table>

*Write 'NIL' if no development is proposed, e.g. change of use, subdivision, removal of covenant, liquor licence*

**PLEASE NOTE:**

A Metropolitan Planning Levy Certificate must be submitted with any application with a cost of development in excess of the threshold stipulated by the State Revenue Office Victoria. Otherwise, the application cannot be accepted.

### Declaration – Complete Part A or C as Required (Part B is Optional)

This form MUST be signed

<table>
<thead>
<tr>
<th>Part</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Owner &amp; Applicant:</td>
<td>I declare that I am the applicant and owner of the land and all the information in this application is true and correct:</td>
</tr>
<tr>
<td>Signature:</td>
<td>X</td>
</tr>
<tr>
<td>Date:</td>
<td>/ /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Owner: (optional)</td>
<td>I declare that I am the owner of the land and I have seen this application:</td>
</tr>
<tr>
<td>Signature:</td>
<td>X</td>
</tr>
<tr>
<td>Date:</td>
<td>/ /</td>
</tr>
</tbody>
</table>

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<tr>
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</thead>
<tbody>
<tr>
<td>C. Applicant:</td>
<td>I declare that I am the applicant and:</td>
</tr>
<tr>
<td>-</td>
<td>I have notified the owner about this application;</td>
</tr>
<tr>
<td>-</td>
<td>And all the information in this application is true and correct.</td>
</tr>
<tr>
<td>Signature:</td>
<td>X</td>
</tr>
<tr>
<td>Date:</td>
<td>/ /</td>
</tr>
</tbody>
</table>

### Lodgement & Fee

Lodge the completed and signed form, appropriate fee and any attached documents to:

- Mail, Including cheque (payable to ‘Whitehorse City Council’) or Credit Card Direct Debit Form
- Locked Bag 2, Nunawading Delivery Centre, VIC 3131
- In Person, Nunawading Civic Centre, 379 Whitehorse Road, Nunawading

**PLEASE NOTE:**

Applications will not be accepted unless minimum standard of information (including the application fee) is provided to Council at the time of lodgement. It is against the law to provide false or misleading information, which could result in a fine

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**Planning and Building Department**

**Enquiries:** (03) 9262 6303 | **Email:** customer.service@whitehorse.vic.gov.au