

Office Use Only

Application No: _____

Date Lodged: / /

Application for a **VICSMART** Planning Permit

PERMITS IN 10 DAYS

This application form is only for **VicSmart** applications (those listed under Clause 92 or the schedule to Clause 94). For all other planning permit applications, please request the correct application form from Council.

If you need help to complete this form, read [How to complete the Application for Planning Permit form](#).

- Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact council's planning department.
- **Questions marked with an asterisk (*) are mandatory and must be completed.**
- **If the space provided on the form is insufficient, attach a separate sheet.**

Application type

Nominate the VicSmart permit triggers (may be more than one)

State VicSmart triggers are listed in Clause 92

Select the VicSmart class(es)	Information requirements and decision guidelines can be found in
<input type="radio"/> Realign the common boundary between two lots	Clause 93.01
<input type="radio"/> Subdivision of existing buildings and car parking spaces	Clause 93.02
<input type="radio"/> Subdivide land into two lots	Clause 93.02
<input type="radio"/> Front fence in a residential zone	Clause 93.03
<input type="radio"/> Buildings and works in the Mixed Use Zone	Clause 93.04
<input type="radio"/> Buildings and works in commercial and industrial zones	Clause 93.04
<input type="radio"/> Construct a fence in an overlay	Clause 93.05
<input type="radio"/> Remove, destroy or lop a tree	Clause 93.06
<input type="radio"/> Subdivision and buildings and works in a Heritage Overlay	Clause 93.07
<input type="radio"/> Subdivision and buildings and works in a Special Building Overlay	Clause 93.08
<input type="radio"/> Advertising sign	Clause 93.09
<input type="radio"/> Reducing the requirement for car parking	Clause 93.10
<input type="radio"/> Reducing the requirement for loading	Clause 93.11

Local VicSmart triggers are listed in the schedule to Clause 94. List if any apply

Pre-application meeting

Has there been a pre-application meeting with a Council planning officer?

No Yes

If 'yes', with whom:

Date: day / month / year

The Land

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address*

Unit No:	St. No:	St. Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/Locality:		Postcode:
<input type="text"/>		<input type="text"/>

Formal Land Description*

Complete either A or B

This information can be found on the certificate of title.

A	<input type="text"/> Lot No:	<input type="radio"/> Lodged Plan	<input type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	<input type="text"/> No:
OR					
B	<input type="text"/> Crown Allotment No:	<input type="text"/> Section No:			
<input type="text"/> Parish/Township Name:					


If this application relates to more than one address, please detail addresses on back page under "Additional Information"

The Proposal

You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

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

If you need help about the proposal, read: [How to Complete the Application for Planning Permit Form](#)

<input type="text"/>
 Provide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist, and if required, a description of the likely effect of the proposal.

Estimated cost of development for which the permit is required*

Cost \$ <input type="text"/>	You may be required to verify this estimate
Insert '0' if no development is proposed (eg change of use, subdivision, removal of covenant, liquor licence)	

Existing Conditions

Describe how the land is used and developed now*


Eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

<input type="text"/>
 Provide a plan of the existing conditions. Photos are also helpful.

Title Information

Encumbrances on title*

If you need help about the title, read: [How to complete the Application for Planning Permit form](#)

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?
<input type="radio"/> Yes, (if 'yes' contact Council for advice on how to proceed before continuing with this application.)
<input type="radio"/> No
<input type="radio"/> Not applicable (no such encumbrance applies).
 Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments' eg restrictive covenants.)

Applicant and Owner Details

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

*Please provide at least one contact phone number **

Owner *

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address		If it is a PO Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:
Contact person's details*		Same as applicant (if so, go to 'contact information') <input type="checkbox"/>
Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address		If it is a PO Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:
Contact Information		
Business Phone:	Email:	
Mobile Phone:	Fax:	
Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address		If it is a PO Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:
Signature):	Date:	
	day / month / year	

Information Requirements

Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

Have you completed the VicSmart Information checklist(s)?

- Yes
 No

Declaration

This form must be signed by the applicant*

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

Signature:

Date:

day / month / year

Need help with the Application?

If you need help to complete this form, read [How to complete the Application for Planning Permit form](#).

General information about the VicSmart planning process is in the Applicant's Guide to Lodging a VicSmart Application which is available at www.dtpli.vic.gov.au/vicsmart.

Assistance can also be obtained from Council's planning department

Checklist

Have you:

<input type="checkbox"/>	Filled in the form completely?	
<input type="checkbox"/>	Paid or included the application fee?	Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
<input type="checkbox"/>	Provided all necessary supporting information and documents listed in Clause 93 and the schedule to Clause 95 for the appropriate VicSmart class of application?	
<input type="checkbox"/>	Completed and attached the relevant information checklist for the appropriate VicSmart application?	
<input type="checkbox"/>	Signed the declaration?	

Lodgement

Lodge the completed and signed form, the fee payment and all documents with:

Bayside City Council
Statutory Planning Department
PO Box 27
Sandringham VIC 3191

Email: enquiries@bayside.vic.gov.au

Deliver application in person, by fax, or by post:

Print Form

Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above mentioned address. This is usually your local council but can sometimes be the Minister for Planning or another body.

Save Form:

Save form to
Your Computer

You can save this application form to your computer to complete or review later or email it to others to complete relevant sections.

Additional Information: