Application for Planning Permit

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.

The Land

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

   Street Address *

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<tr>
<th>Unit No.:</th>
<th>St. No.:</th>
<th>St. Name:</th>
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   Suburb/Locality: |
   Postcode: |

   Formal Land Description *
   Complete either A or B.
   This information can be found on the certificate of title.

   A Lot No.: Lodged Plan Title Plan Plan of Subdivision No.:
   OR
   B Crown Allotment No.: Section No.:
   Parish/Township Name:

The Proposal

You must give full details of your proposal and attach the information required to assess the application. If you do not give enough detail or an adequate description of the proposal you will be asked for more information. This may delay your application.

2 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

   Provide additional information providing details of 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.

3 Estimated cost of development for which the permit is required *

   Cost $ 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

4 Describe how the land is used and developed now *

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

   Provide a plan of the existing conditions. Photos are also helpful.
Title Information

5 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?

- Yes. (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- No
- 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

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

Applicant *

The person or organisation who wants the permit.

<table>
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<tr>
<th>Name:</th>
<th>Title:</th>
<th>First Name:</th>
<th>Surname:</th>
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Postal Address: If it is a P.O. Box, enter the details here:

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Suburb/Locality: State: Postcode:

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

Contact person's details *

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Suburb/Locality: State: Postcode:

Contact information

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<th>Business Phone:</th>
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<table>
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<tr>
<th>Mobile Phone:</th>
<th>Fax:</th>
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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.

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Suburb/Locality: State: Postcode:

Owner's Signature (Optional): Date: day / month / year

Declaration

7 This form must be signed by the applicant *

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature: Date: day / month / year

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.
Need help with the Application?
If you need help to complete this form, read How to complete the Application for Planning Permit Form or contact Council's planning department. General information about the planning process is available at http://www.dse.vic.gov.au/planning

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.

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

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If 'yes', with whom?: [Input field]
Date: [Input field] day / month / year

Checklist

Have you:

- Filled in the form completely?
- Paid or included the application fee?
  - ![Image](image_url)
  - Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
- Provided all necessary supporting information and documents?
  - A Full, current copy of title information for each individual parcel of land, forming the subject site.
  - A plan of the existing conditions.
  - Plans showing the layout and details of the proposal.
  - Any information required by the planning scheme, requested by council or outlined in a council planning permit check list.
  - If required, a description of the likely effect of the proposal (eg. traffic, noise, environmental impacts).
- Completed the relevant Council planning permit checklist?
- Signed the declaration (section 7)?

Lodgement

Lodge the completed and signed form and all documents with:

Hume City Council
PO Box 119 Dallas VIC 3047
1079 Pascoe Vale Road, Broadmeadows VIC 3047

Contact information:
Telephone: (03) 9205 2200
Fax: 03 9309 0109
Email: email@hume.vic.gov.au
DX: 94718
Translation: (03) 9205 2200 for connection to Hume Link's multilingual telephone information service