Mount Alexander Shire Council

# PLANNING PERMIT APPLICATION PROCESS

***ADDITIONAL RESOURCES***
*Please visit [website link] for further information and resources– including guides and associated fees*

*Talk with your Council to understand if your application is **SIMPLE** or **COMPLEX***

*Overall typical timeline for **SIMPLE** and **COMPLEX** applications*

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| **SIMPLE** | 1-14 days | 7-28 days | 28 days | 7-14 days | 14 – 21 days | 7 – 28 days | 3-12 months | **1-6 months** |
| **COMPLEX** | 28 – 90 days | 14-28 days | 28-90 days | 14 days | 14 – 21 days | 14 – 28 days | 6-12 months | **6-24 months** |

**TIP:**
Strong early engagement with Council facilitates a smoother review later.

**1 PRE-APPLICATION MEETING**
- Review requirements before you apply
- Find out about the planning scheme
- Consider if you should talk to neighbours
- Consider engaging a consultant
- Check for any relevant referral authorities and obtain approvals where required

**2 LODGEMENT**
Ensure you have the required application information (forms, fees, plans, cover letter and any required reports)

**INITIAL ASSESSMENT, REFERRALS**
Once lodged, Council will begin assessing your application. If external referrals are required, timeframes may be extended

**3 REQUEST FOR FURTHER INFORMATION**
If required, Council may request further information, usually within 28 days of lodgement. Council provides a deadline to respond with the required information. Where further information is not requested, applications will go straight to step 5 or step 6

**4 RFI RESPONSE**
Council determines if your RFI response is sufficient. Where further detail is required, this may further extend the timeline by 14 days

Council may request additional information if it cannot make a decision on available information.

**5 ADVERTISEMENT**
Council will advise you if you need to publicly advertise

**OBJECTIONS**
If advertised, community members may submit a formal objection – to be investigated and evaluated by Council.

**6 ASSESSMENT AND DECISION**
Council assess all aspects of your application (consulting with objectors where necessary) and will issue a decision. Where decisions require Councillor involvement, these estimated timeframes may take longer than 28 days

**7 APPEAL DECISION *(OPTIONAL)***
*If the applicant or an objector lodges an appeal with VCAT (Victorian Civil and Administrative Tribunal), the Tribunal can revise Council's permit decision. Please note VCAT timelines are variable depending on VCAT's current caseload*

**8 ISSUE DECISION**
If applicable, Council will issue you a permit



**TIP:**
A complete, high quality application can reduce the likelihood of receiving an RFI later.

**NOTE:**
If the application is amended at any point during or after the RFI or advertisement stages, this will 'reset' your application back to the lodgement stage

**DID YOU KNOW?:**
If you meet the criteria, you can fast track your application. **Refer to the VicSmart process overview.**

**LEGEND**
- — Typical pathway
- .... Step only as required
- Optional but highly encouraged step
- Only if applicable step
- Mandatory step

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# PRE-APPLICATION PROCESS

**Within 1 week:**
If a meeting is necessary, you will receive your appointment date and time

**Within 2-3 weeks:**
If required, then the pre-application meeting is held. If a meeting was deemed not necessary, you will receive either a call and follow-up email setting out officer's views, or a formal written response

**Within 3-5 weeks:**
Where a meeting is held a formal written response will later be provided. This response will set out officer's views and list required application documents

1 2 3

## INITIATE CONTACT

A pre-application process is a **two-way conversation** between a **permit applicant** (you) and Council's **planning officers.** This discussion is intended to provide **you** with a better understanding of Council policy and officer's views. It also provides **officers** with a better understanding of your proposal. Following discussions, both **you** and the **planning officer** will have a better understanding of the next steps. The more information you provide the **planning officer**, the more comprehensive advice they will be able to provide

## PRE-APPLICATION MEETING

The meeting **provides** a **permit applicant** with…
- ✓ An opportunity to understand relevant planning policies and guidance
- ✓ Merits-based advice from planning officers to help refine your proposal prior to applying

The pre-application meeting **does not provide** a **permit applicant** with…
- ✗ Commitments to timeframes
- ✗ A decision

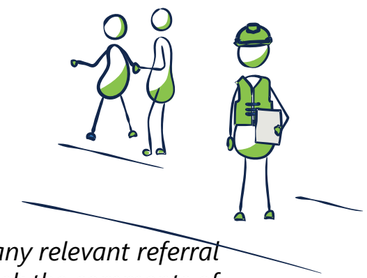
The pre-application meeting **provides planning officers** with…
- ✓ An understanding of the site and related constraints
- ✓ A high-level understanding of your proposal and its relationship to policy and guidance

The pre-application meeting **does not enable planning officers** to…
- ✗ Undertake a thorough analysis of the technical aspects of a proposal or determine a final position

This meeting may be conducted onsite or in Council offices

## WRITTEN RESPONSE

The planning officer provides a written response which:
- Sets out officer views, considering policy, guidance and site context
- Lists the required application documents
- Details next steps in the planning application process



***Please note:*** *All pre-application responses represent the views of planning officers only. These views may or may not be consistent with the final views of Council, third parties or any relevant referral authorities. A high-quality, submission will allow Councils to provide more detailed advice. Where a proposal requires third party or referral authority input, we recommend you seek the comments of any such relevant parties prior to submitting your application*



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# VICSMART PLANNING PERMIT APPLICATION PROCESS

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

## VicSmart Criteria:

You can use VicSmart to apply for:

- Minor subdivision
- Buildings and works
- Minor tree removal and lopping
- Small advertising signs
- Car parking reductions

Please refer to the VicSmart website for further information, or to the FAQ "Types of VicSmart Applications" for specific information on the above topics

**Fast Track ▶**

Up to 10 business days

Up to 5 business days

Up to 10 business days

Once an application is received with all required information, a decision for VicSmart Applications is made within

**10 business days**

1

### PRE-APPLICATION

- Review requirements before you apply
- Find out about the planning scheme
- Consider if you should talk to neighbours
- Consider engaging a consultant
- Check for any relevant referral authorities and obtain approvals where required (noting that Water and Heritage authorities are those most commonly involved)

**TIP:**
Strong early engagement with Council facilitates a smoother review later

2

### LODGEMENT

Ensure you have the required application information (forms, fees, plans, cover letter and any required reports). Once lodged, Council will begin assessing your application

### REQUEST FOR FURTHER INFORMATION

If required, Council may request further information. If external referrals are required, it is the applicant's responsibility to ensure that all relevant authorities have reviewed and provided consent to the application. This process may extend timelines.

**TIP:**
A complete, high quality application can reduce the likelihood of receiving an RFI later.

3

### ASSESSMENT AND DECISION

Council assess all aspects of the application and makes a decision. If required, Council may request further information. An RFI can be made within 5 days of the VicSmart application. Where an RFI is made, the timeline for the VicSmart application may extend, depending on the quality of the information provided in your response

4

### ISSUE DECISION

If applicable, Council will issue a permit. Otherwise, a Notice of Refusal to Grant a Planning permit will be issued





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