Application for a VicSmart

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.

Clear Form

Application type

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

◯ Realign the common boundary between two lots	Clause 93.01
◯ Subdivision of existing buildings and car parking spaces	Clause 93.02
◯ Subdivide land into two lots	Clause 93.02
◯ Front fence in a residential zone	Clause 93.03
◯ Buildings and works in the Mixed Use Zone	Clause 93.04
◯ Buildings and works in commercial and industrial zones	Clause 93.04
◯ Buildings and works in the Capital City Zone and Docklands Zone	Clause 93.04
◯ Construct a fence in an overlay	Clause 93.05
◯ Remove, destroy or lop a tree	Clause 93.06
◯ Subdivision and buildings and works in a Heritage Overlay	Clause 93.07
◯ Subdivision and buildings and works in a Special Building Overlay	Clause 93.08
◯ Advertising sign	Clause 93.09
◯ Reducing the requirement for car parking	Clause 93.10
◯ 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

◯ No ◯ Yes

If 'yes', with whom?:

Date:

Unit No.:	St. No.:	St. Name:

Suburb/Locality: | Postcode:

Lot No.: ◯ Lodged Plan ◯ Title Plan ◯ Plan of Subdivision No.:

Crown Allotment No.: | Section No.:

Parish/Township Name:

Add Address

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

Select the focus of this application and describe below:

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.

Cost $

Encumbrances on title *

If you need help about the title, read:
How to complete the Application for Planning Permit form

◯ Yes. (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
◯ No
◯ Not applicable (no such encumbrance applies).

Title: First Name: Surname:

Organisation (if applicable):

Unit No.: St. No.: St. Name:

Suburb/Locality: State: Postcode:

Contact person's details *

Same as applicant (if so, go to 'contact information') ☐

Title: First Name: Surname:

Organisation (if applicable):

Unit No.: St. No.: St. Name:

Suburb/Locality: State: Postcode:

Business Phone: Email:

Mobile Phone: Fax:

Same as applicant ☐

Title: First Name: Surname:

Organisation (if applicable):

Unit No.: St. No.: St. Name:

Suburb/Locality: State: Postcode:

Owner's Signature (Optional): Date:

Information Requirements

Contact Council's planning department to discuss the specific requirments 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

Signature: Date:

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.

- [ ] Filled in the form completely?
- [ ] Paid or included the application fee?
- [ ] Provided all necessary supporting information and documents listed in Clause 93 and the schedule to Clause 95 for the appropriate VicSmart class of application?
- [ ] Completed and attached the relevant information checklist for the appropriate VicSmart application?
- [ ] Signed the declaration?

Contact details for lodgement are available from council or at www.dtpli.vic.gov.au/planning-permit-application-forms

Print Form

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