

## STAGE 6: ASSESSMENT OF THE APPLICATION

The Planning Department prepares a report describing the proposal, the relevant policies and planning scheme requirements, the assessment process, any objections and the response to them.

A Permit will not be refused just because objections have been received. Council has to assess the issues raised in the objections and weigh up a number of planning considerations before it makes its decision. The Planner is required to consider the application against all the elements of the Planning Scheme.

## STAGE 7: THE DECISION

If the application is for a major project, if it is recommended to be refused or if there are a number of objections, the application will be decided at a full Council Meeting. However, in other circumstances, the Shire's Planners make the decision rather than it being decided by the Councillors. A decision made by staff is usually quicker because the application does not have to wait for a Council meeting.



# PLANNING PERMIT PROCESS

## Granting a Permit

If Council issues a Permit, the applicant will receive a copy of the Permit and the endorsed plans. These are important documents and should be kept in a safe place. Don't use the endorsed plans as your working plans. A copy of the endorsed plans and permit also need to be provided to the relevant Building Surveyor issuing the Building Permit, when required.

## Refusal of Permit

Council may refuse to grant the Permit and will issue a Refusal to Grant a Permit notice. The grounds for the refusal will be listed on the notice. If your application is refused, you have 60 days from the date the notice of the refusal is given to apply to VCAT for a review of the decision.

## STAGE 8: APPEALING AGAINST A DECISION

The Victorian Civil and Administrative Tribunal (VCAT) independently reviews decisions made by Councils about planning permit applications and other planning matters. Objectors have 21 days to appeal against Council's decision to Grant a Permit, or the conditions on the permit. If VCAT confirms that no applications for review have been lodged within the 21 days, Council will issue the Permit. Applicants also have 60 days to appeal against conditions on the Planning Permit.

If there is an application for review, Council cannot issue the permit. Its decision to grant the permit and the permit conditions will be subject to review by VCAT. VCAT will make the final decision about the application.

VCAT provides a brochure to help people prepare effective submissions. It also explains some of the VCAT procedures. You can get a copy from [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au) or by calling VCAT on 9628 9777.

## CONTACT US

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[www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au)



**Southern Grampians**  
SHIRE COUNCIL



[www.genesiscreative.com.au](http://www.genesiscreative.com.au)





## STAGE 1: PRE-APPLICATION DISCUSSIONS

Discussion at this stage can save time by getting specific advice about your proposal at the earliest stage as you consider options for your plans. Pre-application meetings are always welcome. To arrange a time to discuss your proposal with a Planner, call Council's Planning Department on 5573 0444.

Matters for applicants to consider at this stage:

- › Talk to a Planner and find out what planning controls apply to your property and if a Planning Permit is required.
- › Ask for a copy of the Southern Grampians Planning Scheme provisions that Council will use to assess the application. You can check this yourself at [www.sthgrampians.vic.gov.au/planning](http://www.sthgrampians.vic.gov.au/planning)
- › When designing your proposal, think carefully about the site, its surrounds and what the Planning Scheme says about what is needed to be considered.
- › Discuss with the Planner any changes that may be necessary to make the proposal acceptable.
- › Talk to your neighbours and find out any concerns they might have. Most appreciate the opportunity to discuss plans before the formal notice process commences.
- › Consider getting additional professional advice.

## STAGE 2: PREPARING AND SUBMITTING AN APPLICATION

If a permit is required, the information that will be needed will vary depending on what the permit is for. The minimum information that must be submitted is:

- › Properly completed permit application form.
- › Full payment of appropriate application fee.
- › A current and full copy of title (including title plan) and details of any restrictive covenants or other restrictions on the title.
- › A cover letter/report detailing what is proposed and responding to the relevant sections of the Planning Scheme.

- › An accurate plan showing existing conditions on site.
- › Three sets of clear, accurate and dimensioned site layout and elevation plans generally at 1:100 scale, showing setbacks, materials and uses.
- › An A3 sized copy of all site layout plans and elevations.

Contact the Planning Department for a full checklist for Building and Works, Signage, Removal of Native Vegetation, Dwelling in the Farming Zone and Change of Use applications.

## STAGE 3: PRELIMINARY ASSESSMENT

After your application is submitted, you will receive an acknowledgment letter from Council that will list the application number and the contact details of the Planner allocated to consider the application.

The application will be assessed, which will include a site inspection and obtaining feedback from internal departments and external agencies, as required, including Building, Engineering, Environmental Health, service authorities, VicRoads, CMA, CFA, EPA, DSE, Heritage Adviser, Local Registered Aboriginal Party.

A letter will be sent to you if further information is needed about the application. The application will be put on hold until Council receives the information.



## STAGE 4: ADVERTISING A PLANNING APPLICATION

If it is considered that the proposal may cause material detriment, surrounding landowners and occupiers will be notified of the permit application by letter. A notice may also be required to be displayed on the site and a notice may also appear in the local newspaper or town newsletter that circulates in the area.

An application is placed on notice for a minimum period of 14 days. People notified are able to view your application and may make a submission to Council.

The Planning Department will arrange advertising on behalf of the applicant and a letter will be sent to you, including an invoice, when advertising commences. Fees and charges are on Council's website.

## STAGE 5: COMMUNITY PARTICIPATION

During the advertising period, the community is able to comment on what is proposed, before Council makes its decision. Any comments received are called submissions and those that oppose a proposal are known as objections. Council must consider all submissions received when it makes its decision.

You will be notified if submissions are received and copies of the submissions will be sent to you, for you to consider and respond. A mediation meeting may be held if there is an opportunity to negotiate an outcome. All submissions received by Council are available as public documents.

## ABOUT PLANNING PERMITS

Southern Grampians Shire Council is responsible for ensuring that use and development in the Shire complies with relevant planning legislation. The Shire's Planning Department assess and determine planning applications under the Southern Grampians Planning Scheme.

The Planning Permit provides approval of buildings and works, changes to land use, removal of native vegetation and other changes.

Depending on the nature of the proposal, Planning Permit applications require the co-ordination of input from various internal and external parties and the consideration of many issues. These can include flooding, fire, drainage, heritage, neighbourhood character, urban design, significant landscapes, effluent disposal, parking, traffic, native vegetation, amenity (privacy, noise, odour, visual), open space, safety, disability access, energy efficiency, water use, pedestrian and vehicle access, integration with the surrounding area, economic development and impacts, transport, contaminated land and others.

A good process includes good communication between all parties. This brochure aims to provide information about steps in the Planning Permit process to assist you.