



Office Use Only

Application No:

Date Lodged: / /

Is this the right form for me?

Use this form to apply for a planning permit. This form must be accompanied by the appropriate application fee, documents & plans. **You can login to Council's Online Services to apply and pay online** www.knox.vic.gov.au/planning

Information marked with an asterisk (*) are mandatory and must be completed.
If the space provided on the form is insufficient, attach a separate sheet.

Privacy Statement

The personal information requested on this form is being collected by Knox City Council (Council) for the purpose of assessing your application under the Planning and Environment Act 1987. 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. The personal information will be used by Council for that primary purpose or directly related secondary purposes. The information may also be used to update Council databases to assist Council in discharging its functions or providing services. If the information is not collected, your application can not be processed. Requests for access to and/or amendment of personal information should be made to Council's Chief Privacy Officer.

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:
Suburb/Locality:		Post Code:

Formal Land Description*

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

A Lodged Plan Title Plan Plan of Subdivision
OR
B

If this application relates to more than one address, please attach details.

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?*



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. Checklists can be found at www.knox.vic.gov.au/planning

Estimated cost of development for which the permit is required*

 You may be required to verify this estimate
Insert '0' if no development is proposed

If the application is for the land within **metropolitan Melbourne** (as defined in section 3 of the *Planning and Environment Act 1987*) and the estimated cost of development exceeds \$1 million (adjusted annually by CPI) the Metropolitan Planning Levy **must** be paid to the State Revenue Office and a current levy certificate **must** be submitted with the application.

Visit www.sro.vic.gov.au for information.

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.

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

Title Information

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?

Encumbrances on Title*

- 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

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

Applicant*

The person who wants the permit and will be the primary contact for the application.

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:

Please provide at least one contact phone number *

Business Phone: Email:

Mobile Phone: Fax:

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:

Please check that the owner

details are consistent with the Certificate of Title.

Owner's Signature (optional):

Date:
day / month / year

Declaration

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.

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

Checklist

Have you:

Filled in the form completely?

Paid or included the application fee?



Applications require a fee to be paid.
Contact Council to determine the appropriate fee.



Provided all necessary supporting information and document?

A full and current copy of the information for each individual parcel of land forming the subject site.

A plan of 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 checklist.

If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).

If applicable, a current Metropolitan Planning Levy certificate (a levy certificate expires 90 days after the day on which it is issued by the State Revenue Office and then cannot be used). Failure to comply means the application is void.

Completed the relevant Council planning permit checklist?

Signed the declaration (section 7)?

Pre-application Advice

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

Yes

If 'yes, with whom?

No

Date:

day / month / year

Need help?

If you need help with your application, general information about the planning process and checklists can be found at www.knox.vic.gov.au/planning or you can contact Knox Planning Services on 9298 8125.

Lodgement

Online:

An Application can be submitted electronically through Council's Online Services portal. This will save you time and money, as you won't need to print out any plans and documents and you can pay your application fees online. Visit www.knox.vic.gov.au/planning

In person or by post:

Knox City Council Planning Services
511 Burwood Highway
Wantirna South VIC 3152