



City of
KINGSTON

Planning Enquiries
Phone: (03) 9581 4131
Web: www.kingston.vic.gov.au
Email: info@kingston.vic.gov.au

Application for Planning Permit

Privacy notice - 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 the planning process under the *Planning and Environment Act 1987*. If you have any concerns please contact Council's Planning Department on 9581 4131.

Need Help? - If you need help to complete this form, read: *How to complete the application for planning permit form* available at www.kingston.vic.gov.au/planning

Questions marked with an asterisk (*) are mandatory and must be completed

1. Pre-application meeting

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

 No

If 'yes', with whom?

 Yes

Date:

dd/mm/yyyy

2. 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:

Postcode:

Formal Land Description *

A

Lot No.:

Lodged Plan

Title Plan

Plan of Subdivision

No.:

Complete either A or B.

OR

B

Crown Allotment No.:

Section No.:

Parish/Township Name:

This information can be found on the certificate of title

3. Description of Land *

Describe how the land is used and development now

e.g. vacant, single dwelling, three dwellings, shop, factory, medical centre, with two practitioners, licensed restaurant with 80 seats.

4. Plan of the Land *



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

5. The Proposal *

You must give full details of your proposal and attach the information required to assess the application. Lack of detail, insufficient or unclear information will delay your application.

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.*

6. Additional Information



Attach additional information providing details of the proposal, including:

Any information required by the planning scheme, requested by Council or outlined in a council planning permit checklist.

Plans and elevations showing the layout and details of the proposal

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



Note

Contact council or refer to council planning permit checklists for more information about council's requirements

7. Title Information *




Attach a full, current copy of title information, not older than 90 days, for each individual parcel of land, forming the subject site.

Encumbrances on title?

Encumbrances are identified on the certificate of title.

Is the land affected by an encumbrance such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

No, go to Question 8.

Yes,  Attach a copy of the document (instrument) specifying the details of the encumbrance.

↳ Does the proposal breach, in any way, the encumbrance on title?

No, go to Question 8.

Yes, contact council for advice on how to proceed before continuing with this application.



Note

Council must not grant a permit that authorises anything that would result in a breach of a registered restrictive covenant (sections 61 (4) and 62 of the *Planning and Environment Act 1987*). Contact Council and/or an appropriately qualified person for advice.

8. Costs of Buildings and Works/permit fee *

All applications require a fee to be paid. Where development is proposed, the value of the development affects the fee. Contact Council to determine the appropriate fee.

Estimate cost of development for which the permit is required? *

Cost \$

Write 'Nil' if no development is proposed (eg. Change of use, subdivision, removal of covenant, liquor licence)




Note

You may be required to verify this estimate

Is a Metropolitan Planning Levy (MPL) certificate required? *

Is the estimated cost of the development greater than \$1 million?

No, go to Question 9.

Yes,  Attach a valid copy of the MPL Certificate



Note

If a MPL is applicable, a planning application **must** be accompanied by the MPL certificate. This is a requirement of section 3 of the *Planning and Environment Act 1987*. For more information on the MPL visit www.sro.vic.gov.au

9. Applicant and owner details *

Provide details of the applicant and owner of the land.

Applicant *

The person or organisation who wants the permit.

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:	State:	Postcode:

Contact *

The person you want council to communicate with about the application.

Name: <input type="checkbox"/> If same as applicant go to 'contact information'		
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:	State:	Postcode:

Contact information *

Please provide at least one contact phone number and email address

Business Phone:	Mobile Phone:
Email:	

Owner *

The person or organisation who owns the land.

Where the owner is different from the applicant or contact provide the name of the person or organisation who owns the land.

Name: <input type="checkbox"/> Same as Contact <input type="checkbox"/> Same as applicant		
Title:	First Name:	Surname:
Organisation:		
Postal Address:		If it is a PO Box, enter the details here:
Unit No.:	St No.:	St Name:
Suburb:	State:	Postcode:
Owner's Signature (optional):		Date: dd/mm/yyyy

10. Declaration *


This form must be signed by the applicant

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

<input type="checkbox"/>	I declare that all the information in this application is true and correct and the owner (if not myself) has been advised of the permit application.
Signature:	Date: dd/mm/yyyy

11. Information checklist

Have you:

- Filled in the form completely?
- Included the application fee? (Contact council to determine the appropriate fee).
-  **Provided all necessary supporting information and documents?**
- Provided a copy of full title, no older than 3 months, for each individual parcel of land forming the subject site?
- Provided a plan of existing site conditions?
- Included plans showing the layout and details of the proposal?
- Provided all information required by the planning scheme, requested by Council or outlined in a council planning permit checklist?
- Where required, provided a description of the likely effect of the proposal (e.g. traffic, noise, environmental impacts)?
- If applicable, included a current MPL Certificate. Note: a levy certificate expires 90 days after the day on which it is issued by the State Revenue Office. Once expired, the certificate becomes invalid and cannot be used. Failure to comply means the application is void.
- Completed Kingston's relevant Council Planning Permit Checklist?
- Signed the Declaration (section 10 of this form)?

12. Lodgement

Lodge the completed and signed form, the fee payment and all documents with:

By Post

City Development
Kingston City Council
PO Box 1000, Mentone, VIC 3194

In Person

Level 1, 1230 Nepean Highway, Cheltenham VIC 3194

Contact Information

T (03) 9581 4131

E info@kingston.vic.gov.au