Navigating the planning permit process can be confusing, especially if you have little or no prior experience with it. This guide provides an overview of the process and answers some of the key questions often asked by new applicants.

Council’s Planning Team is available to assist you throughout the process - refer to the contact details on the back page of this guide. There is also a range of information available online at [kingston.vic.gov.au/planning](http://kingston.vic.gov.au/planning) and a suite of guides that explain in detail how to prepare and lodge a permit application.

**Do I need a planning permit?**

There is a set of planning rules and regulations for all properties in Kingston, and those rules can vary depending on where your property is located. The rules specify when a planning permit is needed, some common examples include building works, changing what your property is used for, or putting up an advertising sign.

The Kingston Planning Scheme sets out these rules by applying ‘zones’ to all land in Kingston. These zones determine what uses are allowed, what uses are prohibited and what uses require approval through the planning permit process. In some circumstances ‘overlays’ are also applied to land that outline a special set of rules based on the unique features of that land (for example, it may be susceptible to flooding). It is important to find out exactly what planning controls apply to your property and discuss them with one of our Planning Team. To find out what controls apply to your property you can:

- Purchase a land certificate at [landata.vic.gov.au](http://landata.vic.gov.au);
- Visit [planningschemes.dpcd.vic.gov.au/schemes/kingston](http://planningschemes.dpcd.vic.gov.au/schemes/kingston); or
- Contact us on (03) 9581 4131 or visit our Planning Enquiry Counter on level one at the Cheltenham Office.

**The planning permit process**

The graphic on the following page outlines each step of the planning permit process and tips to consider along the way to help ensure your application is assessed as quickly as possible. This process is set in legislation by the State Government through the Planning and Environment Act 1989. The majority of applications typically follow all steps, however some variance can occur depending on the size, nature and potential impact of your proposal.
Understanding The Planning Process

1. Prepare an Application
   - Draw up a plan: It's a good idea to discuss this with your neighbours early.

2. Discuss with Council
   - A pre-application meeting will identify any issues early. Also check if you need a building permit or other type of council permit.

3. Prepare Your Application
   - See our Planning Guides and Checklists to find out what information must be included in your plans and other documents.

4. Lodge Your Application
   - Mail or visit us to lodge your completed application.

What Happens Once I Have Lodged an Application

5. Feedback is Sought from Those who Might be Impacted

6. Further Information May Be Requested
   - Help skip this step by following the pre-application meeting process and using our Planning Guides and Checklists.

7. Advertising
   - Neighbours and the community are notified and may lodge an objection. A meeting with objectors and Council Officers may be required to resolve any issues.

8. Your Application is Assessed
   - A report is prepared that assesses your proposal against the regulations in the Kingston Planning Scheme.

9. A Decision is Made
   - Approval: Council will decide whether to 'approve' or 'refuse' the application. Notice of Decision to Grant a Permit means it will approve the application in 30 days unless an appeal is lodged with VCAT.

10. VCAT Appeal
    - Applicants and objectors can appeal decisions at the Victorian Civil Administrative Tribunal. Set time-frame apply.

11. Lodge Final Plans with Council
    - If your permit has conditions which require changes to your plan, updated plans must be approved by Council before you can proceed.

Rules That Apply to You

- Contact the Planning Team for advice or to organise a pre-application meeting:
  - kingston.vic.gov.au/planning
  - call (03) 9581 4131
  - email info@kingston.vic.gov.au
  - visit us 1230 Nepean Hwy Cheltenham
  - PO Box 1000 Mentone VIC 3194

Ensure You Have Any Other Permits Required

- Once you have planning approval, you may need other permits or licenses, such as building or health permits, or a liquor license. Contact Customer Service on 1300 655 356 for more information.
**Timeframes**

Timeframes to process applications can range from 10 days for simple, straightforward applications (for example, replacement of a fence) to in excess of six months for larger, more complex applications (for example, construction of several townhouses on a block).

There are a number of variables that have an impact on the overall timeframe. For example, your application may take longer if there are objectors and a meeting is required, if the application is to be decided at the monthly meeting of Council, or if an objector lodges an appeal with the Victorian Civil and Administrative Tribunal (VCAT).

**Cost**

There is a cost to lodge and process your planning permit application. The fees are set by the State Government and vary depending on:

- The proposed development of the site, and the estimated cost of works involved
- The proposed use(s) of the site
- Whether you are amending an existing application

A detailed schedule of fees is available on our website kingston.vic.gov.au/planning

In addition to the lodgement fee, other potential costs during the process include:

- Advertising
- Amending plans
- Appeals at VCAT

**Preparing your application**

You may choose to seek professional assistance or prepare your application yourself. A suite of guides and checklists are available which explain in detail how to prepare and lodge a permit application. You can find them on our website kingston.vic.gov.au/planning or by contacting us.

**Further Information**

If you would like further information or assistance with your application, please contact our Planning Team:

- **Online:** kingston.vic.gov.au/planning

- **In person:** Planning Enquiry Counter
  Level 1, 1230 Nepean Hwy, Cheltenham
  Operating hours:
  8:30am–5:30pm (Mon–Fri)

- **Telephone:** (03) 9581 4131

- **Email:** info@kingston.vic.gov.au

Further information about the Victorian Civil and Administrative Tribunal (VCAT) processes and associated fees can be found at vcat.vic.gov.au or by calling (03) 9628 9777