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**Office Use Only**

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Application Number: \_\_\_\_\_ Date Lodged:     /     /

VicSmart:    Yes                                    NoVicSmart Class: \_\_\_\_\_

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# Application for a **Planning Permit**

**① Privacy Statement**

Your application and the personal information on this form is collected by Central Goldfields Shire Council (the Shire) for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act).

If you do not provide your name and address, the Shire will not be able to consider your application.

Your application will be available at the Shire offices for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright.

You can request access to your personal information by contacting the Shire Town Planning Department.

**① Questions marked with a star (★) must be completed.****① If the space provided on the form is insufficient, attach a separate sheet.**

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## Application Type

Is this a VicSmart application? ★

No     Yes  
If yes, please specify which VicSmart class or classes: \_\_\_\_\_  
⚠ If the application falls into one of the classes listed under Clause 92 or the schedule to Clause 94, it is a VicSmart application.

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## Pre-Application Meeting

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

No     Yes    If 'Yes', with whom?: \_\_\_\_\_  
Date: \_\_\_\_\_    day / month / year

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## The Land

Civic address of the land ★

Unit No.:	St. No.:	St. Name:
Suburb/Locality:		Postcode:

Formal land description ★

① Complete either A or B. This information can be found on the certificate of title. If this application relates to more than one address, attach a separate sheet setting out any additional property details.

A	Lot No.:	<input type="radio"/> Lodged Plan	<input type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	No.:
<b>OR</b>					
B	Crown Allotment No.:		Section No.:		
Parish/Township Name:					

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## The Proposal

For what use, development or other matter do you require a permit? ★

① 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.

<div style="border: 1px solid black; height: 300px; width: 100%;"></div>
<input checked="" type="checkbox"/> Provide additional information about 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.

Estimated cost of development for which the permit is required ★

Cost \$ <input type="text"/>	▲ You may be required to verify this estimate. Insert '0' if no development is proposed.
If the application is for land within <b>metropolitan Melbourne</b> (as defined in section 3 of the <i>Planning and Environment Act 1987</i> ) and the estimated cost of the development exceeds \$1 million (adjusted annually by CPI) the Metropolitan Planning Levy <b>must</b> be paid to the State Revenue Office and a current levy certificate <b>must</b> be submitted with the application. Visit <a href="http://www.sro.vic.gov.au">www.sro.vic.gov.au</a> for information.	

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## Existing Conditions

Describe how the land is used and developed now ★

① For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

<div style="border: 1px solid black; height: 120px; width: 100%;"></div>
<input checked="" type="checkbox"/> Provide a plan of the existing conditions. Photos are also helpful.

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## Title Information

Encumbrances on title ★

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?
<input type="radio"/> Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
<input type="radio"/> No
<input type="radio"/> Not applicable (no such encumbrance applies).
<input checked="" type="checkbox"/> 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', for example, restrictive covenants.

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## Applicant and Owner Details

### Applicant ★

- ① The applicant is the person who wants the permit.
- ① Please provide at least one contact phone number and a full postal address.
- ① Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:
<b>Contact information for applicant OR contact person below</b>		
Business phone:	Email:	
Mobile phone:	Fax:	
<b>Contact person's details*</b>		
Same as applicant <input type="checkbox"/>		
Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:

### Owner ★

- ① The person or organisation who owns the land.
- ① Where the owner is different from the applicant, provide the details of that person or organisation.

Name:		
Same as applicant <input type="checkbox"/>		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:
Owner's Signature (Optional):		Date:
		day / month / year

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## Information Requirements

Is the required information provided? ★

① Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist.

<input type="radio"/> Yes
<input type="radio"/> No

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## Declaration

This form must be signed by the applicant? ★

① Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

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.	
Signature: <input type="text"/>	Date: <input type="text"/> day / month / year

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## Checklist

Have you?

<input type="checkbox"/>	Filled in the form completely?	
<input type="checkbox"/>	Paid or included the application fee?	 Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
	Provided all necessary supporting information and documents?	
<input type="checkbox"/>	A full, current copy of title information for each individual parcel of land forming the subject site.	
<input type="checkbox"/>	A plan of existing conditions.	
<input type="checkbox"/>	Plans showing the layout and details of the proposal.	
<input type="checkbox"/>	Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.	
<input type="checkbox"/>	If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Completed the relevant council planning permit checklist?	
<input type="checkbox"/>	Signed the declaration above?	

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## Need help with this application?

- ① If you need help to complete this form, read More Information at the end of this form.
  - ① For help with a VicSmart application see Applicant's Guide to Lodging a VicSmart Application at [www.planning.vic.gov.au](http://www.planning.vic.gov.au)
  - ① General information about the planning process is available at [www.planning.vic.gov.au](http://www.planning.vic.gov.au)
  - ① Assistance can also be obtained from Council's planning department.
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## Lodgement

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

Central Goldfields Shire Council  
PO Box 194, Maryborough VIC 3465  
22 Nolan Street, Maryborough VIC 3465  
**Contact Information**  
Telephone: (03) 5461 0610  
Fax: (03) 5461 0666  
Email: [mail@cgoldshire.vic.gov.au](mailto:mail@cgoldshire.vic.gov.au)

### **Deliver application in person, by fax, by email or by post:**

Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above mentioned address.

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## Payment

Payment can be made in person at the Shire offices by cheque, cash, or card.

If posting your application, payment can also be made by including a cheque with your application documentation.

For applications submitted by email or for those wishing to pay by card and unable to visit the Shire offices in person, card payment can be made over the telephone after your application has been lodged.

- ① If you are unsure of the correct application fee, please contact the Shire Town Planning Department.
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