

Apply for a planning permit

Before you start



Department
of Transport
and Planning

Are you in the right place?

Only applications where the [Minister for Planning is the responsible authority](#) are to be lodged through this portal.

Check the schedule to Clause 72.01 of your [local planning scheme](#) to see which responsible authority issues planning permits for your location.

You will need these documents to submit this application:

- A full, current copy of title 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 DTP or outlined in a DTP planning permit checklist.
- If required, a description of the likely effect of the proposal.
- If applicable, a current Metropolitan planning Levy certificate.

Fees will apply for this application - [find out about fees for planning applications](#). You need to pay all fees or request a fee waiver before you submit. We accept Credit Card payments online and support EFT payments.

This application will automatically save as you enter information.

Contact details

Applicant details

Is the applicant a person or organisation?	Organisation
Organisation name	Australian Venue Co. Ltd
Business phone number	0396176645
Email	bgreenhalgh@urbis.com.au
Address type	Street address
Street address	

**ADVERTISED
PLAN**

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Unit type**Unit number****Level number** 16**Site or building name****Street number** 242**Street name** Exhibition Street**Suburb** Melbourne**Postcode** 3000**State** VIC**Owner details****The owner is the applicant** No**Is the owner a person or organisation?** Person**First name** Minh Phan & Shera Lee (94 Swan St), Eng Hock Lee & Ainhua Hinh (96 Swan St)**Last name** Eric Braun & Kerry Braun (98 Swan Street), Arig Nominees Pty Ltd (100 Swan St)**Mobile****Work phone****Organisation****Job title****Email** bgreenhalgh@urbis.com.au**Address type****Preferred Contact**

First name	Bryn
Last name	Greenhalgh
Mobile	
Work phone	0396176645
Organisation	Urbis
Job title	Senior Consultant
Email	bgreenhalgh@urbis.com.au
Address type	Street address

Street address

Unit type

Unit number

Level number 10

Site or building name

Street number 477

Street name Collins Street

Suburb Melbourne

Postcode 3000

State VIC

Pre-application meeting details

Have you submitted a pre-application meeting request already for this site? Yes

Enter the pre-application number PPA-1025

Land details

Planning scheme Yarra

At least one location must be provided to submit this form. Options for defining locations are described below:

- **Auto-populate using land titles:** Street addresses are extracted from uploaded land titles (lot on plan and crown allotments are not supported by this feature).
- **Map interface:** Specify up to 300 properties and parcels using search, select and/or a GIS shapefile.
- **Manual entry:** Use this when other methods fail. Locations are accepted as entered and are not system validated.

Upload and scan land titles to automatically populate street addresses

1. Upload documents

2. Scan uploaded documents

- Detected street addresses will be added to the list below.
- You must check and confirm address details are correct.
- Documents are only scanned once. If additional documents are uploaded after a scan, only new documents will be scanned.
- Scanning of documents can take a few minutes to process. You will be unable to edit your application until this process has completed.

Scan results

Manual location details

It is strongly recommended that you use the map to search and select locations for land related to this request. Manually entering or editing locations could cause delays in your request processing if that location cannot be found.

Application details

Describe your proposal

Commercial 1 Zone (Clause 34.01) To construct a building or construct or carry out works Heritage Overlay HO335 (Clause 43.01) To demolish or remove a building. To construct a building or construct or carry out works. Externally alter a building by structural work, rendering, sandblasting or in any other way. To construct or display a sign. To externally paint a building where external paint controls apply Design and Development Overlay – Schedule 26 (Clause 43.02) To construct a building or construct or carry out works Signs (Clause 52.05) To construct or display a Section 2 sign. Bicycle Facilities (Clause 52.34) To vary, reduce, or waive any requirement of Clause 52.34-5 and Clause 52.34-6

Is this application a combined S96A application (i.e. a combined amendment and planning permit application)?	No
What is the application trigger?	53.22
Please select the application category	Change or extension of use Alterations to a building structure or dwelling Extension to existing building or structure (other than dwelling) Demolition Signage Other
Enter the estimated cost of any development for which the permit is required	\$12015000.00
Is there a metropolitan planning levy requirement?	Yes
Metropolitan planning levy application type	Current levy certificate
Metropolitan planning levy application reason	Cost exceeds the threshold required
What is the current land use?	Food and drink premises Retail Premises
Describe how the land is used and developed now	Subject site is currently improved by four existing buildings across four lots. 100 Swan Street comprises the existing Richmond Club Hotel operation (Hotel land use), and is adjoined by 3 food and drink premises tenancies within 94-98 Swan Street
Does this application look to change or extend the use of this land?	Yes
What is the proposed land use?	Food and drink premises
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?	No

Additional details

Does this application involve the creation or removal of dwellings? No

Does the application involve native vegetation removal? No

Does this application involve the creation or removal of lots? No

Does the activity require preparation of a Cultural Heritage Management Plan (CHMP)? No

Supporting documents

The following supporting documents must be submitted with this application, preferably in PDF or Word format

- A full, current copy of title 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 DTP or outlined in a DTP planning permit checklist.
- If required, a description of the likely effect of the proposal (for example, 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).

Supporting documents

00. Permit Application PPA-1025 - Clause 53.22 Application Cover Letter.pdf
02. PPA-1025 - 94-100 Swan St, Cremorne - Eligibility Confirmation Letter.pdf
01. 94-100 Swan Street - Town Planning Report.pdf
09. Traffic Impact Assessment.pdf
10. Waste Management Plan.pdf
03. Certificates of Title Feb2026.pdf
04. MPLCERT002661.pdf
07. Landscape Concept Plan.pdf
12. V2153-01-P Acoustic Report (r0).pdf
05. 260220_RICHMOND CLUB HOTEL_Architectural Plans.pdf
08. Richmond_Club_Hotel_EBA_Final.pdf
11. Sustainability Management Plan.pdf
06. Richmond Club Hotel_Heritage Impact Statement.pdf

3D digital model

A 3D digital model will assist to clearly communicate your application's intentions and enhance the review process. We encourage and recommend submitting a 3D digital model as part of your application.

- **Mandatory** formats: **FBX, OBJ, 3DM**; Optional supplementary formats: RVT, IFC
- Triangle count under five million per development.

- Unit scale in metric.
- The maximum file size is 250 MB.
- Please refer to the [technical guidance for submission](#) to check your model meets all specifications. We will request a re-submission of the 3D digital model if the specifications are not met.
- If you are unable to submit your 3D digital model, contact visualisation@transport.vic.gov.au for assistance.

3D digital model

Fees and payment

[View planning and subdivision fees](#)

Fee

Fee type	Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)
Class	14
Fee amount	\$9875.90
Fee description	To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$5,000,000 and not more than \$15,000,000

Fee

Fee type	Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)
Class	22
Fee amount	\$1496.10
Fee description	A permit not otherwise provided for in the regulation

The total amount is calculated as the highest fee plus 50% of the remainder of the fees.

Total amount to pay \$10623.95

Payment method EFT

BSB 033-875

Account and reference number 170125291

EFT confirmation I confirm that the fee has been paid via EFT

Submit

Applicant declaration

I declare that I am or represent the applicant; that all the information in this application is true and correct; and that the owner (if not myself) has been notified of the application

Privacy statement

The Department of Transport and Planning (DTP) is committed to protecting personal information provided by you in accordance with the principles of the Victoria privacy laws. The information you provide will be used for the following purposes:

- correspond with you about your application
- if necessary, notify affected parties who may wish to inspect your proposal so that they can respond
- if necessary, forward your application to a referral authority.

Your contact details may be used by DTP or its contracted service providers under confidentiality agreements to survey you about your experience with DTP.

The information you provide may be made available to:

- any person who may wish to inspect your proposal until the process is concluded
- relevant officers in DTP, other Government agencies or Ministers directly involved in the planning process
- persons accessing information in accordance with the Public Records Act 1973 or the Freedom of Information Act 1982.

If all requested information is not received, DTP may be unable to process your request.

You may access the information you have provided to DTP by contacting [Development assessment](#)