

Apply for a planning permit

Before you start



Department
of Transport
and Planning

- 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	THE ROMAN CATHOLIC TRUSTS CORPORATION FOR THE DIOCESE OF MELBOURNE
Business phone number	0398741830
Email	office@sjvermont.catholic.edu.au
Address type	PO Box
PO Box address	
PO Box	146
Suburb	East Melbourne
Postcode	8002
State	VIC

Owner details

The owner is the applicant Yes

Preferred Contact

First name	Sophie
Last name	Coissieux
Mobile	0493514326
Work phone	0396548844
Organisation	Hansen Partnership
Job title	
Email	scoissieux@hansenpartnership.com.au
Address type	Street address

Street address

Unit type

Level number	10
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Site or building name

Street number	150
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Street name	Lonsdale Street
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Suburb	Melbourne
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Postcode	3000
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State	VIC
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Pre-application meeting details

Have you submitted a pre-application meeting request already for this site?	No
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Land details

Planning scheme Whitehorse

Location

Location type Street address

Street address

Unit type

Level number

Site or building name St James Primary School

Street number 51

Street name Centre Road

Suburb Vermont

Postcode 3133

State VIC

Application details

Describe your proposal New administration building for primary school

Is this application a combined S96A application (i.e. a combined amendment and planning permit application)? No

Please specify the provision or clause the application is required under (if known)? Clause 32.09-9

Please select the application category One or more new buildings

Cost of the permitted development \$3340000.00

Is there a metropolitan planning levy? Yes

What is the current land use? Education Centre

Describe how the land is used and developed now	Non-government primary school
Does this application look to change or extend the use of this land?	No
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?	N/A (no such encumbrance applies)

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	51 Centre Rd Vermont - Title.pdf 51 Centre Rd Vermont - Arborist Report.pdf 51 Centre Rd Vermont - Plans.pdf 51 Centre Rd Vermont - SLO9 Plan.pdf 51 Centre Rd Vermont - MPL Certificate.pdf 51 Centre Rd Vermont - Planning Report.pdf
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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	13
Fee amount	\$3524.30
Fee description	To develop land (other than a class 6 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 and not more than \$5,000,000

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

Total amount to pay	\$3524.30
Payment method	EFT
BSB	033-875
Account and reference number	170056541
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 approvals](#)