

# 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

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

### Applicant details

Is the applicant a person or organisation?

Organisation

Organisation name

Planit Consulting Pty Ltd

Business phone number

0352297411

Email

projects@planitconsulting.com.au

Address type

PO Box

PO Box address

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<b>PO Box</b>	112
<b>Suburb</b>	Geelong
<b>Postcode</b>	3220
<b>State</b>	VIC

## Owner details

<b>The owner is the applicant</b>	No
<b>Is the owner a person or organisation?</b>	Organisation

<b>Organisation name</b>	The Roman Catholic Trusts Corporation for the Diocese of Ballarat
<b>Business phone number</b>	0352297411
<b>Email</b>	projects@planitconsulting.com.au
<b>Address type</b>	PO Box

### PO Box address

<b>PO Box</b>	112
<b>Suburb</b>	Geelong
<b>Postcode</b>	3220
<b>State</b>	VIC

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## Preferred Contact

<b>First name</b>	Nicole
<b>Last name</b>	Dixon
<b>Mobile</b>	0488988984
<b>Work phone</b>	0352297411
<b>Organisation</b>	Planit Consulting Pty Ltd

<b>Job title</b>	Victorian Operations Manager, Senior Town Planner
<b>Email</b>	nicole@planitconsulting.com.au
<b>Address type</b>	PO Box
<b>PO Box address</b>	
<b>PO Box</b>	112
<b>Suburb</b>	Geelong
<b>Postcode</b>	3220
<b>State</b>	VIC

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## Pre-application meeting details

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

## Land details

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**Planning scheme** Horsham

At least one location must be provided to submit this application. 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 application. Manually entering or editing locations could cause delays in your application processing if that location cannot be found.

## Application details

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<b>Describe your proposal</b>	Buildings and Works associated with Ss Michael and John's Primary School
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<b>Is this application a combined S96A application (i.e. a combined amendment and planning permit application)?</b>	No
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<b>What is the application trigger?</b>	Other
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<b>Please specify the provision or clause the application is required under (if known)?</b>	
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<b>Please select the application category</b>	Alterations to a building structure or dwelling
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<b>Enter the estimated cost of any development for which the permit is required</b>	\$4100000.00
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<b>What is the current land use?</b>	Education Centre
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<b>Describe how the land is used and developed now</b>	Existing Ss Michael and John's Primary School
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<b>Does this application look to change or extend the use of this land?</b>	No
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<b>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?</b>	No
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## Additional details

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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

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## Supporting documents

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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).

<b>Supporting documents</b>	J8594 TP Report Ss Michael and Johns Primary Final v1.pdf 2025.04.16 J8594 Combined Title docs.pdf SsMJ_25.04.11 TP.pdf SsMJ_Materials Schedule_Planning Issue_11 April 2025.pdf SsMJ_Structural + Civil Design Report.pdf Statement of Significance HO8.pdf
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## 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](mailto:visualisation@transport.vic.gov.au) for assistance.

## Fees and payment

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[View planning and subdivision fees](#)

### Fee

<b>Fee type</b>	Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)
<b>Class</b>	13
<b>Fee amount</b>	\$3764.10
<b>Fee description</b>	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** \$3764.10

**Payment method** Credit/Debit card

Credit/Debit card payment successful

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## Submit

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**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](#)

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