

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	Caulfield Grammar School C/- Urbis Ltd
Business phone number	86634814
Email	tsobel@urbis.com.au
Address type	

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Owner details

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The owner is the applicant Yes

Preferred Contact

First name Taryn
Last name Sobel-Beerli (Urbis Ltd)
Mobile
Work phone 86634814
Organisation
Job title
Email tsobel@urbis.com.au
Address type

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Pre-application meeting details

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

Enter the pre-application number

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Land details

Planning scheme Monash

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

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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 Buildings and works associated with a new school building at the existing education centre

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

What is the application trigger? Other

Please specify the provision or clause the application is required under (if known)? Clause 53.19

Please select the application category One or more new buildings

Enter the estimated cost of any development for which the permit is required Failed to convert value: 5749466300

Is there a metropolitan planning levy requirement? Yes

Metropolitan planning levy application type Current levy certificate

Metropolitan planning levy application reason Buildings and works associated with a new school building at the existing education centre

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What is the current land use?	Education Centre
Describe how the land is used and developed now	Caulfield Grammar School's Wheelers Hill Campus
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

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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).

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Supporting documents

Architectural Plans prepared by DesignInc (December 2025).pdf
Noise Impact Assessment prepared by Octave Acoustics (November 2025).pdf
Arboricultural Impact Assessment prepared by ATC Land Management (October 2025).pdf
Certificate of Title.pdf
Marked up endorsed plans.zip
Sustainable Management Plan prepared by NJM Design (December 2025).pdf
Landscape Plans prepared by Design Inc (December 2025).pdf
Town Planning Report prepared by Urbis (December 2025).pdf
Lodgement Cover Letter.pdf
MPL Certificate (MPL002353).pdf
Traffic Impact Assessment prepared by TTW (December 2025).pdf
Waste Management Plan prepared by TTW (December 2025).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.

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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	16
Fee amount	\$65458.10
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 \$50,000,000*

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

Total amount to pay \$65458.10
Payment method EFT
BSB 033-875
Account and reference number 170121931

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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](#)

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