

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	Melbourne Archdiocese Catholic Schools
Business phone number	03 9267 0302
Email	dmoore@macs.vic.edu.au
Address type	Street address
Street address	

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Unit type

Unit number

Level number

Site or building name

Street number 228

Street name Victoria Parade

Suburb East Melbourne

Postcode 3002

State VIC

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Owner details

The owner is the applicant No

Is the owner a person or organisation? Organisation

Organisation name Roman Catholic Trusts Corporation for the Diocese of Melbourne

Business phone number 03 9267 0302

Email dmoore@macs.vic.edu.au

Address type PO Box

PO Box address

PO Box 146

Suburb East Melbourne

Postcode 8002

State VIC

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Preferred Contact

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Last name Cooper
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Work phone 03 9862 3470
Organisation Echelon Planning
Job title Urban Planner
Email daniel@echelonplanning.com.au
Address type Street address
Street address
Unit type
Unit number
Level number
Site or building name
Street number 3
Street name Prentice Street
Suburb Brunswick
Postcode 3056
State VIC

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Pre-application meeting details

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

Land details

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Planning scheme Whitehorse

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

Describe your proposal Introduction of a new use (Secondary School) and the development of a new Specialist Education Building at 17-23 Stevens Road, Vermont, to establish Emmaus College's new Year 9 Campus.

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)? 72.01

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Please select the application category	Change or extension of use One or more new buildings Other vegetation removal
Enter the estimated cost of any development for which the permit is required	\$6660000.00
What is the current land use?	Place of assembly Child Care Education Centre
Describe how the land is used and developed now	St Timothy's Primary School currently operates from the site, however will close at the end of the 2024 school year in a few weeks' time. The St Timothy's Catholic Parish and a childcare centre (Vermont Children's Centre) are in operation on the site and are proposed to continue, independently of the secondary school proposed in this application.
Does this application look to change or extend the use of this land?	Yes
What is the proposed land use?	Education Centre
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

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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).

Supporting documents

- 241122_Emmaus College Year 9 Campus_Arboricultural Impact Assessment.pdf
- 241122_Emmaus College Year 9 Campus_Landscape Plan.pdf
- 241122_Emmaus College Year 9 Campus_SMP.pdf
- 241122_Emmaus College Year 9 Campus_Architectural Plans.pdf
- 241122_Emmaus College Year 9 Campus_Planning Report.pdf
- 241122_Emmaus College Year 9 Campus_Title.pdf
- 241122_Emmaus College Year 9 Campus_Traffic Engineering Assessment.pdf
- 241122_Emmaus College Year 9 Campus_MPL.pdf
- 241122_Emmaus College Year 9 Campus_Waste Management Plan.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](#)

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Fee

Fee type	Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)
Class	14

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