

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

Strathcona Baptist Girls Grammar School Ltd c/- Urbis Ltd

Business phone number

0386399722

Email

mmace@urbis.com.au

Address type

Street address

Street address

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Unit type

Unit number

Level number 10

Site or building name Olderfleet

Street number 477

Street name Collins

Suburb Melbourne

Postcode 3000

State VIC

Owner details

The owner is the applicant Yes

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Preferred Contact

First name Mekensi

Last name Mace

Mobile 0429634058

Work phone 0386634888

Organisation Urbis Ltd

Job title Consultant

Email mmace@urbis.com.au

Address type Street address

Street address

Unit type

Unit number**Level number** 10**Site or building name** Olderfleet**Street number** 477**Street name** Collins**Suburb** Melbourne**Postcode** 3000**State** VIC**ADVERTISED
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Pre-application meeting details

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

Land details

Planning scheme Boroondara

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	Planning permit application for buildings and works, use of the land as Education Centre and removal of canopy trees.
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 53.17
Please select the application category	Change or extension of use Alterations to a building structure or dwelling Other vegetation removal
Enter the estimated cost of any development for which the permit is required	\$160000.00
Is there a metropolitan planning levy requirement?	No
What is the current land use?	Education Centre
Describe how the land is used and developed now	Strathcona Girls Grammar School - all girls independent school operating from a number of buildings adjoining the site.
Does this application look to change or extend the use of this land?	Yes
What is the proposed land use?	Education Centre

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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

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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

3. Certificate of Title.pdf
1. Architectural Plan Set.pdf
- 183 Prospect Hill Road - Planning Permit Application.pdf
4. Heritage Memorandum.pdf
2. Aborigicultural Impact Assessment.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	1
Fee amount	\$1496.10
Fee description	Use only

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Fee

Fee type	Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)
Class	12
Fee amount	\$1756.60
Fee description	To develop land (other than a class 4, class 5, or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 and not more than \$1,000,000

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 \$3252.70

Payment method Credit/Debit card

Credit/Debit card payment successful

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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Respond to request for information



Department
of Transport
and Planning

Response details

Application name PA2504145 183 PROSPECT HILL ROAD CANTERBURY VIC
3126-APPLICATION FOR PLANNING PERMIT

Our records show that you may be missing required information that will delay the processing of your application. Please see the RFI request and revise your document checklist to upload or provide details for any missing information.

Request for information lapse date 09 March 2026

Enter any additional information required Please refer to accompanying documentation.

Supporting documents Planning Permit Application RevB.pdf
Amended Architectural Plan Set.pdf
RFI Response Letter.pdf
Traffic Impact Memorandum.pdf
Amended Heritage Memorandum.pdf

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