

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	St. Leonard's College C/- Urbis Ltd
Business phone number	+61 3 9617 6641
Email	smceldowney@urbis.com.au
Address type	

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Owner details

The owner is the applicant No

Is the owner a person or organisation? Organisation

Organisation name St. Leonard's College

Business phone number +61 3 9617 6641

Email smceldowney@urbis.com.au

Address type

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Preferred Contact

First name Saskia

Last name Mceldowney

Mobile

Work phone +61 3 9617 6641

Organisation Urbis Ltd

Job title

Email smceldowney@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? No

Land details

Planning scheme Bayside

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

The proposal seeks to change the use of these properties to Education Centre and provide for additional administration and office facilities within existing buildings on these properties, deemed a critical component in the ongoing development of the College and the quality of education offered to students. The properties affected by the proposed application (forming the 'subject site') are proposed to be used as follows (all in association with an Education Centre): - 6 Heathfield Road, Brighton East: Staff administration/offices and storage (no works proposed) - 6 Killeen Avenue: Staff offices/administration (no works proposed) - 4 Killeen Avenue – Staff administration (no works proposed)

Is this application a combined S96A application (i.e. a combined amendment and planning permit application)?

No

What is the application trigger?

Other

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Please specify the provision or clause the application is required under (if known)?	53.19 , 32.09-2
Please select the application category	Change or extension of use
Enter the estimated cost of any development for which the permit is required	\$0.00
What is the current land use?	Residential / Accommodation
Describe how the land is used and developed now	- 6 Heathfield Road, Brighton East: Single dwelling - 6 Killeen Avenue: Single dwelling - 4 Killeen Avenue – Single dwelling
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

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.

Payment method

Fee waiver

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](#)

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