

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?	Person
First name	Matt
Last name	Gorman
Mobile	0410 762 304
Work phone	0410 762 304
Organisation	LiquorPlan

Job title	Town Planner
Email	applications@liquorplan.com.au
Address type	PO Box
PO Box address	
PO Box	200
Suburb	Ballan
Postcode	3342
State	VIC

Owner details

The owner is the applicant	No
Is the owner a person or organisation?	Organisation
Organisation name	SECRETARY, PROJECT DEVELOPMENT
Business phone number	0460 005 856
Email	leda.nguyen@transport.vic.gov.au
Address type	Street address
Street address	
Unit type	
Unit number	
Level number	14
Site or building name	
Street number	1
Street name	SPRING STREET EAST

Suburb	MELBOURNE
Postcode	3002
State	VIC

Preferred Contact

The preferred contact is the applicant (the applicant must be a person) Yes

Pre-application meeting details

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

Land details

Planning scheme Melbourne

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.

Location type	Lot on plan
Lot number	2209
Plan number	PS615749

Application details

Describe your proposal	Use of land for a Tavern (Bar) (In Capital City Zone)
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)?	37.04
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?	Food and drink premises
Describe how the land is used and developed now	The Tavern is already existing and operating under a Temporary Limited Licence (and relevant authorisation from the Council).
Does this application look to change or extend the use of this land?	Yes
What is the proposed land use?	Food and drink premises
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

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

Convention Centre Place App Docs Landowner Representative Receipt Email.pdf
Convention Centre Place Application Letter Planning Report D1C.pdf
Convention Centre Place Site Context Plan D1.pdf
Convention Centre Place Title Document 9-09-24.pdf
Convention Centre Place Title Plan 9-09-24.pdf
Convention Centre Place Existing Licence Endorsed Plan 90177730.pdf
Convention Centre Place OC Report 2.pdf
Convention Centre Place Venue Management Plan D1.pdf
Convention Centre Place Application Plan D2.pdf
Convention Centre Place OC Report 1.pdf
Convention Centre Place Waste Management Plan D1.pdf
Convention Centre Place Existing Licence Document 90177730.pdf
Convention Centre Place Occupancy Permit for Place of Public Entertainment.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	\$1453.40
Fee description	Use only

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

Total amount to pay	\$1453.40
Payment method	EFT
BSB	033-875
Account and reference number	170097081
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 approvals](#)