

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

Emmaus College c/URPS

Business phone number



Email



Address type

PO Box

PO Box address

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PO Box 844
Suburb Melbourne
Postcode 3001
State VIC

Owner details

The owner is the applicant No
Is the owner a person or organisation? Organisation

Organisation name The Roman Catholic Trusts Corporation for the Diocese of Melbourne

Business phone number

Email

Address type Street address

Street address

Unit type

Level number

Site or building name St Patrics Centre

Street number 486

Street name Albert Street

Suburb East Melbourne

Postcode 3002

State VIC

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Preferred Contact

First name

Last name



Mobile

Work phone

Organisation

URPS

Job title

Consultant

Email



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Address type

PO Box

PO Box address

PO Box

844

Suburb

Melbourne

Postcode

3001

State

VIC

Pre-application meeting details

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

Yes

Enter the pre-application number

PRE23000120

Pre-application name

PRE23000120 503 Springvale Road Vermont South VIC 3133-Pre-Application Meeting

Land details

Planning scheme

Whitehorse

Location

Location type

Street address

Street address

Unit type

Level number

Site or building name Emmaus College

Street number 487-503

Street name Springvale Road

Suburb Vermont South

Postcode 3133

State VIC

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Application details

Describe your proposal Buildings and works to a non-government school: - construction of an administration building and chapel - restructure of car park and movement networks

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)? 37.01-4

Please select the application category One or more new buildings
Other buildings and works (including septic tanks, dams, earthworks)

Enter the estimated cost of any development for which the permit is required \$10000000.00

What is the current land use? Education Centre

Describe how the land is used and developed now Non-government school

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? 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

Chapel Building Plans.pdf
Emmaus College Town Planning Report.pdf
Title Documents.pdf
Traffic Impact Assessment.pdf
Civil Drawings.pdf
Site Plan.pdf
Aboriginal Assessment and Tree Management Report.pdf
Administration Building Plans.pdf
Cover Letter.pdf
Landscape Plans.pdf
MPL25837.pdf
Emmaus College Masterplan.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@delwp.vic.gov.au for assistance.

3D digital model

Fees and payment

[View planning and subdivision fees](#)

Submit

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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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