Apply for a planning permit

Before you start

Are you in the right place?

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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	Launch Housing C/- Tract Consultants
Business phone number	03 9429 6133
Email	pmckindlay@tract.net.au
Address type	Street address

Street address

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Unit type	
Unit number	
Level number	6
Site or building name	
Street number	6
Street name	Riverside Quay
Suburb	Southbank
Postcode	3006
State	VIC

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Owner details

The owner is the applicant	No
Is the owner a person or organisation?	Organisation
Organisation name	Tract Consultants
Business phone number	03 9429 6133
Email	pmckindlay@tract.net.au
Address type	Street address

Street address

Unit type	
Unit number	
Level number	6
Site or building name	
Street number	6

Street name	Riverside Quay
Suburb	Southbank
Postcode	3006
State	VIC

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Preferred Contact

First name	Prue
Last name	McKindlay
Mobile	03 9429 6133
Work phone	
Organisation	Tract Consultants
Job title	Town Planner
Email	pmckindlay@tract.net.au
Address type	

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Pre-application meeting details

Have you submitted a pre-application meeting request already for this site?	Yes
Enter the pre-application number	PPA-2356

Land details

Planning scheme	Hobsons Bay

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**

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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	Develop six community care accommodation townhouses on the Site.
Is this application a combined S96A application (i.e. a combined amendment and planning permit application)?	No
What is the application trigger?	53.23
Please select the application category	One or more new buildings Other vegetation removal
Enter the estimated cost of any development for which the permit is required	$3,470,000
Is there a metropolitan planning levy requirement?	Yes
Metropolitan planning levy application type	Current levy certificate

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Metropolitan planning levy application reason	Applying for a planning permit to develop land in metropolitan Melbourne.
What is the current land use?	Residential / Accommodation
Describe how the land is used and developed now	The land currently comprises of three dwellings.
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

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Additional details

Does this application involve the creation or removal of dwellings?	Yes

Dwelling

Dwelling type	Semi-detached, row or terrace houses, townhouses
Number of dwellings currently on site	3
Number of dwellings being demolished as part of application	3
Number of new dwellings being built	6
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)?	Yes

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).

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Supporting documents

Melbourne Water Response-02 Jul 2026 0919 AM.pdf
PPA-2356 - 1 Sargood Street Altona - Clause 53.23 Eligibility Confirmation Letter.pdf
1 Sargood Street Altona - Stem Arb Report .pdf
2524_TP_1_260807.pdf
Certificate of Title.pdf
MSC26157-CIVIL-PRELIMINARY_P3.pdf
325-0494-00-RP01-Planning Report (Launch Housing Altona).pdf
230441TIA002B-F-All.pdf
MPL003831.pdf
325-0494-01-L-RP01 Launch Housing Altona Landscape Masterplan_rev2.pdf
2524_TP_1_Fence Design_260807.pdf
2026-08-14-Let-DTP (Cover Letter).pdf
230441SPA100-103B.pdf
230441WMP002B-F-All.pdf
260812 Launch Phoenix - Sustainability Design Assessment - 1.5.pdf

3D digital model

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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	13
Fee amount	$3,980.70
Fee description	To develop land (other than a class 6 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than $1,000,000 and not more than $5,000,000

Fee

Fee type	Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)
Class	22
Fee amount	$1,537
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	$4,749.20
Payment method	EFT
BSB	033-875
Account and reference number	170136701
EFT confirmation	I confirm that the fee has been paid via EFT

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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	

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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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