

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 Catherine's School
Business phone number	0404808798
Email	rmain@urbis.com.au
Address type	Street address
Street address	

Unit type

Level number

Site or building name

Street number 17

Street name Heyington Place

Suburb Toorak

Postcode 3124

State VIC

Owner details

The owner is the applicant Yes

Preferred Contact

First name Richard

Last name Main

Mobile 0404808978

Work phone

Organisation Urbis Ltd

Job title Consultant

Email rmain@urbis.com.au

Address type Street address

Street address

Unit type

Level number 10

Site or building name**Street number**

477

Street name

Collins Street

Suburb

Melbourne

Postcode

3000

State

VIC

Pre-application meeting details

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

No

Land details

Planning scheme

Stonnington

Location

Location type

Street address

Street address**Unit type****Level number****Site or building name****Street number**

15a

Street name

Heyington Place

Suburb

Toorak

Postcode

3124

State

VIC

Application details

Describe your proposal	To use land for an Education Centre (Primary and Secondary School) To undertake buildings and works associated with a Section 2 use.
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)?	32.08 & 53.19
Please select the application category	Change or extension of use Alterations to a building structure or dwelling
Enter the estimated cost of any development for which the permit is required	\$2500.00
What is the current land use?	Residential / Accommodation
Describe how the land is used and developed now	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

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 02 Cover Letter - Urbs.pdf
240603 15A HEYINGTON PLACE - TOWNPLANNING.pdf
St. Catherines Change of Land Use - Report.pdf
Title_-_Lot_1_LP112487__.pdf.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](#)

Fee

Fee type	Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)
Class	1
Fee amount	\$1415.10
Fee description	Use only

Fee

Fee type	Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)
Class	11
Fee amount	\$1232.30
Fee description	To develop land (other than a class 2, class 3, class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less than \$100,000

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

Total amount to pay	\$2031.25
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
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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](#)