

Apply for a planning permit

Before you start



Department
of Transport
and Planning

- 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

Diocese of Sale Catholic Education Ltd (DOSCEL) C/- UPco (Urban Planning Collective)

Business phone number

86483500

Email

mharvey@upco.com.au

Address type

Street address

Street address

Unit type

Level number

4

Site or building name

Street number

412

Street name

St Kilda Road

Suburb

Melbourne

**ADVERTISED
PLAN**

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Postcode 3004

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 SALE

Business phone number 86483500

Email mharvey@upco.com.au

Address type Street address

Street address

Unit type

Level number

Site or building name

Street number 65

Street name Foster Street

Suburb Sale

Postcode 3850

State VIC

Preferred Contact

First name Madison

Last name Harvey

Mobile

Work phone

Organisation

Job title

Email mharvey@upco.com.au

Address type

Pre-application meeting details

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

Enter the pre-application number

Land details

Planning scheme Wellington

Location

Location type Street address

Street address

Unit type

Level number

Site or building name

Street number 341-369

Street name York Street

Suburb Sale

Postcode 3850

State VIC

Application details

Describe your proposal	Pursuant to the Wellington Planning Scheme, a planning permit is required for the following: • Pursuant to Clause 32.08-2 and Clause 32.08-9, a planning permit is required for the use and development (staged) of a Primary School. • Pursuant to Clause 43.01-1, a planning permit is required to demolish or remove a building and to construct a building or construct or carry out works including a sign. • Pursuant to Clause 52.05, a planning permit is required to erect business identification signage.
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)?	Clause 53.19
Please select the application category	Change or extension of use Extension to existing building or structure (other than dwelling) Demolition Signage
Enter the estimated cost of any development for which the permit is required	Failed to convert value: 3488100000
What is the current land use?	Vacant
Describe how the land is used and developed now	The subject site is currently vacant and previously was the Catholic College Sale (Sion Campus). The subject site comprises a complex of existing school buildings surrounded by trees, sheds, lawns, and hardstand areas including on-site car parking), sports courts, and pathways. The subject site contains the former Our Lady of Sion Convent building, a large, three-storey, red brick building with slate and metal sheet roofing.
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?	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

Covering Letter.pdf
Architectural Plans prepared by Y2 Architecture.pdf
Aboricultural Construction Impact Assessment prepared by Urban Forestry PL.pdf
Planning Submission prepared by UPco 20_10_23.pdf
Landscape Plan prepared by 3 Acres.pdf
Feature and Level Plan prepared by Beveridge Williams.pdf
Stormwater Management Strategy prepared by RMG.pdf
Heritage Impact Statement prepared by Trethowan.pdf
Certificate of Title.pdf
Waste Management Report prepared by Salt3.pdf
Traffic Impact Assessment prepared by Salt3.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	15
Fee amount	\$27546.80
Fee description	To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$15,000,000 and not more than \$50,000,000

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

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

Total amount to pay \$28254.35

Payment method EFT

BSB 033-875

Account and reference number 170064761

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](#)