

## Application for a Planning Permit

### Before you begin

Have you already lodged a pre-application meeting request in Permits Online?

Yes  No

Submitting unclear or insufficient information may delay your application.

Any material submitted with this application, including plans and personal information, will be available for public viewing. Copies may be made by interested parties for consideration and review as part of the planning process. Read our [privacy statement](#).

General information about the planning process is available at [www.planning.vic.gov.au](http://www.planning.vic.gov.au).

For help with your application, email [planning.support@delwp.vic.gov.au](mailto:planning.support@delwp.vic.gov.au) or call the helpline on [1800 789 386](tel:1800789386).

### Land details

Name of planning scheme

Mildura

#### Street address

Address of the land.

718 WOOMERA AVENUE RED CLIFFS VIC 3496

Unit no.	Street no	Street name
	718	WOOMERA AVENUE
Suburb	State	Postcode
RED CLIFFS	VIC	3496

#### Formal Land Description

Lot no.(s)

Lodged plan  Title plan  Plan of Subdivision

Plan no.

Crown allotment No.

Section no.

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138F	F
Parish/ Township name	
Mildura	

### Formal Land Description

Lot no.(s)
<input type="checkbox"/> Lodged plan <input type="checkbox"/> Title plan <input type="checkbox"/> Plan of Subdivision

Plan no.
----------

Crown allotment No.	Section no.
2227	Nil
Parish/ Township name	
Mildura	

### Formal Land Description

Lot no.(s)
1
<input type="checkbox"/> Lodged plan <input checked="" type="checkbox"/> Title plan <input type="checkbox"/> Plan of Subdivision

Plan no.
012019Y

Crown allotment No.	Section no.
Parish/ Township name	

### Site information

District	Area of site (square metres)
	48007

## The proposal

You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information may delay your application.

**For What use, development or other matter do you require a permit?**

Reason for permit

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TransGrid propose to upgrade the existing 1.3-kilometre 220kV single circuit transmission line between the Red Cliffs substation and the NSW/Victorian border with a new 1.3-kilometre 220kV double circuit transmission line (the proposal).

Specifically, the proposal comprises:

—site establishment works including vegetation clearance, minor access track improvements and

Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by DELWP or outlined in a DELWP planning permit checklist; and if required, include a description of the likely effect of the proposal.

### Estimated cost of any development for which the consent is required

Cost

\$3,100,000.00

*You may be required to verify this estimate. Insert '0' if no development is proposed.*

### Is there a Metropolitan Planning Levy?

Yes  No

*If the application is for land within metropolitan Melbourne (as defined in section 3 of the Planning and Environment Act 1987) and the estimated cost of the development exceeds \$1 million (adjusted annually by CPI) the Metropolitan Planning Levy must be paid to the State Revenue Office and a current levy certificate must be submitted with the application. Visit [www.sro.vic.gov.au](http://www.sro.vic.gov.au) for information.*

## Existing conditions and title

### Existing conditions

#### Describe how the land is used and developed now

Land use in the study area consists largely of conservation usage, within the Kings Billabong National Park, as well as land dedicated to public infrastructure, including the existing transmission lines and the Red Cliffs substation.

Further detail on the existing conditions of the land is provided in the attached Planning Report.

*Provide a plan of the existing conditions. Photos are also helpful.*

### Title information

#### Encumbrances on title

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?

Yes  No  N/A (no such encumbrance applies)

*Contact DELWP for advice on how to proceed before continuing with this application.*

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Provide a full, current copy of the title for each individual parcel of land forming the subject site. The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', for example, restrictive covenants.

## Applicant details

### Name

Title	Given names	Surname
Ms	Heather	Wagland
Organisation		
NSW Electricity Networks Operations Pty Ltd (referred to as TransGrid)		

### Postal address

180 Thomas Street Sydney NSW 2000

Unit no.	Street no.	Street name	
	180	Thomas Street	
Suburb	State	Country	Postcode
Sydney	NSW	Australia	2000

### Phone and email

Business phone	Mobile phone	Fax
02 9284 3000		
Email		
Heather.Wagland@transgrid.com.au		

## Contact person details

Same as Applicant

### Name

Title	Given names	Surname
Mr	Tim	Donnan
Organisation		
NSW Electricity Networks Operations Pty Ltd (referred to as TransGrid)		

### Postal address

180 Thomas Street Sydney NSW 2000

Unit no.	Street no.	Street name	
	180	Thomas Street	
Suburb	State	Country	Postcode
Sydney	NSW	Australia	2000

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## Phone and email

<b>Business phone</b>	<b>Mobile phone</b>	<b>Fax</b>
02 9284 3083	0447 546 215	
<b>Email</b>		
Tim.Donnan@transgrid.com.au		

## Owner details

Same as Applicant

### Name

<b>Title</b>	<b>Given names</b>	<b>Surname</b>
Mr	Peter	Shadwick
<b>Organisation</b>		
Department of Environment, Land, Water and Planning		

## Postal address

7 Taylor Street Epsom VIC 3551
--------------------------------

<b>Unit no.</b>	<b>Street no.</b>	<b>Street name</b>	
	7	Taylor Street	
<b>Suburb</b>	<b>State</b>	<b>Country</b>	<b>Postcode</b>
Epsom	VIC	Australia	3551

## Phone and email

<b>Business phone</b>	<b>Mobile phone</b>	<b>Fax</b>
<b>Email</b>		

## Pre-application meeting

Has there been a pre-application meeting with a DELWP planning officer?

Yes  No

<b>Name of officer</b>	<b>Date</b>
Michael Juttner	30/11/2020

## 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.

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- A plan of existing conditions.
- Plans showing the layout and details of the proposal.
- Any information required by the planning scheme, requested by DELWP or outlined in a DELWP 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). Failure to comply means the application is void.

## Applicant declaration

I declare that I am 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.

## Payment

Fee type	Class	Amount
Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)	13	\$3,413.70

Total amount to pay: \$3,413.70

[View fees table](#)

*If this application relates to more than one class, click the 'Add new' button and include any additional permit fees.*

*100% of the charge will be obtained from the permit fee with the highest amount, followed by 50% of the charge from the subsequent permit fees.*

- I have been approved for a fee waiver for this application.
- Credit/Debit Card                       EFT

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This version of **Application for a Planning Permit: Department of Environment, Land, Water & Planning** has been prepared for use with screen reader software. The PDF version contains various design features that have been necessarily omitted from this version. In other respects this document contains identical text to that in the PDF version of the document which is available at [planning.vic.gov.au](http://planning.vic.gov.au).

# Application for a Planning Permit – Department of Environment, Land, Water & Planning

## Office Use Only

Application No.:

Date Lodged:

(End of 'Office Use Only' section)

## Department of Environment, Land, Water and Planning (DELWP)

Planning Enquiries: Phone – 1800 789 386; Web – [planning.vic.gov.au](http://planning.vic.gov.au)

If you need help to complete this form, read MORE INFORMATION at the end of this form.

Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. See MORE INFORMATION at the end of this form. If you have any questions, please contact the [relevant DELWP office](#).

Questions marked with an asterisk (\*) must be completed.

If the space provided on the form is insufficient, attach a separate sheet.

**Name of planning scheme: Mildura Planning Scheme**

## The Land

**Address of the land. Complete the Street Address and one of the Formal Land Descriptions.**

### Street Address\*

Unit No.:

St. No.: 718

St. Name: Woomera Avenue

Suburb/Locality: Red Cliffs

Postcode: 3496

### Formal Land Description\*

Complete either A or B.

This information can be found on the certificate of title.

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

**A:** Lot No.: 1

Lodged Plan?

Title Plan? ✓

Plan of Subdivision?

No.: 012019Y (Multiple parcels – see Appendix A of Planning Report)

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OR

B: Crown Allotment No.:

Section No.:

Parish/Township Name:

## The Proposal

You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

### For what use, development or other matter do you require a permit?\*

TransGrid propose to upgrade the existing 1.3-kilometre 220kV single circuit transmission line between the Red Cliffs substation and the NSW/Victorian border with a new 1.3-kilometre 220kV double circuit transmission line (the proposal).

Specifically, the proposal comprises:

- site establishment works including vegetation clearance, minor access track improvements and construction of tower pad and laydown areas
- construction of about 1.3-kilometres of new double circuit transmission line supported by four new transmission line monopoles. At two of the four locations, a double pole arrangement is proposed. At the remaining two locations only a single pole structure would be installed
- decommissioning of the existing transmission line is also a part of the scoped activities, once the upgraded transmission line is operational. Decommissioning activities would include removal of all existing towers, fittings and conductors from the corridor
- vegetation removal required to maintain appropriate clearances between ground vegetation and transmission lines. Vegetation above four-metres in height, within a 50-metre corridor below transmission lines would require ongoing maintenance throughout the operation to ensure electrical safety clearances and protection zones are maintained. The required clearance of vegetation within the corridor would be undertaken in accordance with TransGrid maintenance guides.

The proposal is defined as a 'utility installation' in accordance with Clause 73.03 Land Use Terms of the Mildura Planning Scheme (MPS) and will require planning approval for the use, buildings and works and vegetation removal, prior to commencing works.

Further detail on the scope of the proposal is provided in the attached Planning Report.

### Estimated cost of development for which the permit is required\*

Cost \$:3,100,000

You may be required to verify this estimate. Insert '0' if no development is proposed.

If the application is for land within **metropolitan Melbourne** (as defined in section 3 of the *Planning and Environment Act 1987*) and the estimated cost of the development exceeds \$1 million (adjusted annually by CPI) the Metropolitan Planning Levy **must** be paid to the State Revenue Office and a current levy certificate must be submitted with the application. Visit [www.sro.vic.gov.au](http://www.sro.vic.gov.au) for information.

## Existing Conditions

### Describe how the land is used and developed now\*

Land use in the study area consists largely of conservation usage, within the Kings Billabong National Park, as well as land dedicated to public infrastructure, including the existing transmission lines and the Red Cliffs substation.

Further detail on the existing conditions of the land is provided in the attached Planning Report.

## Title Information

### Encumbrances on title\*

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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?

Yes (If 'yes' contact DELWP for advice on how to proceed before continuing with this application.)

No✓

Not applicable (no such encumbrance applies).

Provide a full, current copy of the title for each individual parcel of land forming the subject site. The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', for example, restrictive covenants.

## **Applicant and Owner Details**

**Provide details of the applicant and the owner of the land.**

### **Applicant\***

The person who wants the permit.

#### **Name**

Title: Ms

First Name: Heather

Surname: Wagland

Organisation (if applicable): NSW Electricity Networks Operations Pty Ltd (referred to as TransGrid)

Postal Address: PO Box A1000

Unit No.:

St. No.:

St. Name:

Suburb/Locality: Sydney South

State: NSW

Postcode: 1235

### **Contact information for applicant OR contact person below**

*Please provide at least one contact phone number\**

Business phone: 02 9284 3083

Email: Tim.Donnan@transgrid.com.au

Mobile phone: 0447 546 215

Fax:

*Where the preferred contact person for the application is different from the applicant, provide the details of that person.*

### **Contact person's details\***

Same as applicant? No

Title: Mr

First Name: Tim

Surname: Donnan

Organisation (if applicable): TransGrid

Postal Address: If it is a PO Box, enter the details here:

Unit No.:

St. No.: 180

St. Name: Thomas Street

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Planning and Environment Act 1987.

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Suburb/Locality: Sydney

State: NSW

Postcode: 2000

**Owner\***

The person or organisation who owns the land

*Where the owner is different from the applicant, provide the details of that person or organisation.*

Name: Same as applicant?

Title: Mr

First Name: Peter

Surname: Shadwick

Organisation (if applicable): Department of Environment, Land, Water and Planning

Postal Address: If it is a PO Box, enter the details here:

Unit No.:

St. No.: 7

St. Name: Taylor Street

Suburb/Locality: Epsom

State: Vic

Postcode: 3551

Owner's Signature (Optional):

Date: (day / month / year): 22/06/2021

**Owner\***

The person or organisation who owns the land

*Where the owner is different from the applicant, provide the details of that person or organisation.*

Name: Same as applicant?

Title: Mr

First Name: Brian

Surname: Scott

Organisation (if applicable): Ausnet

Postal Address: If it is a PO Box, enter the details here:

Unit No.:

St. No.: Level 31, 2

St. Name: Freshwater Place

Suburb/Locality: Southbank

State: Vic

Postcode: 3006

Owner's Signature (Optional):

Date: (day / month / year) 22/06/2021

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## Declaration

### This form must be signed by the applicant\*

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature: 

Date: (day / month / year) 17/05/2021

## Need help with the Application?

If you need help to complete this form, read MORE INFORMATION at the end of this form.

General information about the planning process is available at [planning.vic.gov.au](http://planning.vic.gov.au)

Contact DELWP's planning department to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

### Has there been a pre-application meeting with a council planning officer?

No?

Yes? ✓

If 'Yes', with whom?: Michael Juttner

Date: 30/11/2020

## Checklist

### Have you:

Filled in the form completely?

Paid or included the application fee? Most applications require a fee to be paid. Contact DELWP to determine the appropriate fee.

Provided all necessary supporting information and documents?

- 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 DELWP or outlined in a DELWP 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). Failure to comply means the application is void.

Completed the relevant DELWP planning permit checklist?

Signed the declaration?

## Lodgement

Lodge the completed and signed form, the fee payment and all documents with:

Department of Environment, Land, Water and Planning

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To obtain the address details for the relevant planning office, go to the department's Planning Contacts page at [www.planning.vic.gov.au/contact-us](http://www.planning.vic.gov.au/contact-us) or email [development.approvals@delwp.vic.gov.au](mailto:development.approvals@delwp.vic.gov.au)

**Deliver application in person, by post or by electronic lodgement.**

## Payment

Please select the relevant payment method.

### A: Electronic Funds Transfer (EFT)

On: Date (22/06/2021) and EFT payment of \$3,413.70

Was made to:

BSB – 033 222

ACC – 13 11 46

ABN – 90 719 052 204

OR

### B: Cheque (must be made payable to the Department of Environment, Land, Water and Planning)

A cheque was made payable on Date: (day / month / year) in accordance with the Planning and Environment (Fees) Regulations.

## MORE INFORMATION

### The Land

Planning permits relate to the use and development of the land. It is important that accurate, clear and concise details of the land are provided with the application.

#### How is land identified?

Land is commonly identified by a street address, but sometimes this alone does not provide an accurate identification of the relevant parcel of land relating to an application. Make sure you also provide the formal land description - the lot and plan number or the crown, section and parish/township details (as applicable) for the subject site. This information is shown on the title.

### The Proposal

#### Why is it important to describe the proposal correctly?

The application requires a description of what you want to do with the land. You must describe how the land will be used or developed as a result of the proposal. It is important that you understand the reasons why you need a permit in order to suitably describe the proposal. By providing an accurate description of the proposal, you will avoid unnecessary delays associated with amending the description at a later date.

Planning schemes use specific definitions for different types of use and development. Contact the DELWP planning office at an early stage in preparing your application to ensure that you use the appropriate terminology and provide the required details.

#### How do planning schemes affect proposals?

A planning scheme sets out policies and requirements for the use, development and protection of land. There is a planning scheme for every municipality in Victoria. Development of land includes the construction of a building, carrying out works, subdividing land or buildings and displaying signs.

Proposals must comply with the planning scheme provisions in accordance with Clause 72.06 of the planning scheme. Provisions may relate to the State Planning Policy Framework, the Local Planning Policy Framework, zones, overlays, particular and general provisions. You can access the planning scheme by either contacting DELWP's planning department or by visiting the Planning Schemes Online section of the department's website <http://planning-schemes.delwp.vic.gov.au>

You can obtain a planning certificate to establish planning scheme details about your property. A planning certificate identifies the zones and overlays that apply to the land, but it does not identify all

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of the provisions of the planning scheme that may be relevant to your application. Planning certificates for land in metropolitan areas and most rural areas can be obtained by visiting [www.landata.vic.gov.au](http://www.landata.vic.gov.au). Contact your local council to obtain a planning certificate for Central Goldfields, Corangamite, Macedon Ranges and Greater Geelong. You can also use the free Planning Property Report to obtain the same information.

## Estimated cost of development

In most instances an application fee will be required. This fee must be paid when you lodge the application. The fee is set down by government regulations.

To help DELWP calculate the application fee, you must provide an accurate cost estimate of the proposed development. This cost does not include the costs of development that you could undertake without a permit or that are separate from the permit process. Development costs should be calculated at a normal industry rate for the type of construction you propose.

DELWP may ask you to justify your cost estimates. Costs are required solely to allow DELWP to calculate the permit application fee. Fees are exempt from GST.

Costs for different types of development can be obtained from specialist publications such as Cordell Housing: Building Cost Guide or Rawlinsons: Australian Construction Handbook.

Contact the DELWP to determine the appropriate fee. Go to [planning.vic.gov.au](http://planning.vic.gov.au) to view a summary of fees in the Planning and Environment (Fees) Regulations.

**Metropolitan Planning Levy** refer Division 5A of Part 4 of the *Planning and Environment Act 1987* (the Act). A planning permit application under section 47 or 96A of the Act for a development of land in metropolitan Melbourne as defined in section 3 of the Act may be a leviable application. If the cost of the development exceeds the threshold of \$1 million (adjusted annually by consumer price index) a levy certificate must be obtained from the State Revenue Office after payment of the levy. A valid levy certificate must be submitted to the responsible planning authority (usually council) with a leviable planning permit application. Refer to the State Revenue Office website at [www.sro.vic.gov.au](http://www.sro.vic.gov.au) for more information. A leviable application submitted without a levy certificate is void.

## Existing Conditions

### How should land be described?

You need to describe, in general terms, the way the land is used now, including the activities, buildings, structures and works that exist (e.g. single dwelling, 24 dwellings in a three-storey building, medical centre with three practitioners and 8 car parking spaces, vacant building, vacant land, grazing land, bush block).

Please attach to your application a plan of the existing conditions of the land. Check with the relevant DELWP office for the quantity, scale and level of detail required. It is also helpful to include photographs of the existing conditions.

## Title Information

### What is an encumbrance?

An 'encumbrance' is a formal obligation on the land, with the most common type being a 'mortgage'. Other common examples of encumbrances include:

- **Restrictive Covenants:** A 'restrictive covenant' is a written agreement between owners of land restricting the use or development of the land for the benefit of others, (eg. a limit of one dwelling or limits on types of building materials to be used).
- **Section 173 Agreements:** A 'section 173 agreement' is a contract between an owner of the land and the responsible authority which sets out limitations on the use or development of the land.
- **Easements:** An 'easement' gives rights to other parties to use the land or provide for services or access on, under or above the surface of the land.
- **Building Envelopes:** A 'building envelope' defines the development boundaries for the land.

Aside from mortgages, the above encumbrances can potentially limit or even prevent certain types of proposals.

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## What documents should I check to find encumbrances?

Encumbrances are identified on the title (register search statement) under the header 'encumbrances, caveats and notices'. The actual details of an encumbrance are usually provided in a separate document (instrument) associated with the title. Sometimes encumbrances are also marked on the title diagram or plan, such as easements or building envelopes.

## What about caveats and notices?

A 'caveat' is a record of a claim from a party to an interest in the land. Caveats are not normally relevant to planning applications as they typically relate to a purchaser, mortgagee or chargee claim, but can sometimes include claims to a covenant or easement on the land. These types of caveats may affect your proposal.

Other less common types of obligations may also be specified on title in the form of 'notices'. These may have an effect on your proposal, such as a notice that the building on the land is listed on the Heritage Register.

## What happens if the proposal contravenes an encumbrance on title?

Encumbrances may affect or limit your proposal or prevent it from proceeding. Section 61(4) of the *Planning and Environment Act 1987* for example, prevents granting a permit if it would result in a breach of a registered restrictive covenant. If the proposal contravenes any encumbrance, contact the DELWP for advice on how to proceed.

You may be able to modify your proposal to respond to the issue. If not, separate procedures exist to change or remove the various types of encumbrances from the title. The procedures are generally quite involved and if the encumbrance relates to more than the subject property, the process will include notice to the affected party.

You should seek advice from an appropriately qualified person, such as a solicitor, if you need to interpret the effect of an encumbrance or if you seek to amend or remove an encumbrance.

## Why is title information required?

Title information confirms the location and dimensions of the land specified in the planning application and any obligations affecting what can be done on or with the land.

As well as describing the land, a full copy of the title will include a diagram or plan of the land and will identify any encumbrances, caveats and notices.

## What is a 'full' copy of the title?

The title information accompanying your application must include a 'register search statement' and the title diagram, which together make up the title.

In addition, any relevant associated title documents, known as 'instruments', must also be provided to make up a full copy of the title.

Check the title to see if any of the types of encumbrances, such as a restrictive covenant, section 173 agreement, easement or building envelope, are listed. If so, you must submit a copy of the document (instrument) describing that encumbrance. Mortgages do not need to be provided with planning applications.

Some titles have not yet been converted by Land Registry into an electronic register search statement format. In these earlier types of titles, the diagram and encumbrances are often detailed on the actual title, rather than in separate plans or instruments.

## Why is 'current' title information required?

It is important that you attach a current copy of the title for each individual parcel of land forming the subject site. 'Current' title information accurately provides all relevant and up-to-date information.

The responsible authority may require that title information must have been searched within a specified time frame. Contact the DELWP for advice on their requirements.

Copies of title documents can be obtained from Land Registry: Level 10, 570 Bourke Street, Melbourne, 03 8636 2010, [www.landata.vic.gov.au](http://www.landata.vic.gov.au) - go direct to "titles & property certificates".

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## Applicant and Owner Details

This section provides information about the permit applicant, the owner of the land and the person who should be contacted about any matters concerning the permit application.

The applicant is the person or organisation that wants the permit. The applicant can, but need not, be the contact person.

In order to avoid any confusion, the DELWP will communicate only with the person who is also responsible for providing further details. The contact may be a professional adviser (e.g. architect or planner) engaged to prepare or manage the application. To ensure prompt communications, contact details should be given.

The owner of the land is the person or organisation who owns the land at the time the application is made. Where a parcel of land has been sold and an application made prior to settlement, the owner's details should be identified as those of the vendor. The owner can, but need not, be the contact or the applicant.

## Privacy statement

The Department of Environment, Land, Water and Planning (DELWP) 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 permit application
- if necessary, notify affected parties who may wish to inspect your application so that they can respond - this may be a notice onsite, in a newspaper and/or by post
- if necessary, forward your application to a referral authority who must also keep a register available for inspection by any person
- be recorded in the Minister's permit register (no name or personal details are visible in the online register).

The information you provide will be made available to:

- any person who may wish to inspect your application until the application process is concluded, including any review at VCAT
- relevant officers in DELWP, 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*.

This information is being collected in accordance with the *Planning and Environment Act 1987*. If all requested information is not received, DELWP may not be able to process your application. You may access the information you have provided to DELWP by emailing: [development.approvals@delwp.vic.gov.au](mailto:development.approvals@delwp.vic.gov.au)

## Declaration

The declaration should be signed by the person who takes responsibility for the accuracy of all the information that is provided. This declaration is a signed statement that the information included with the application is true and correct at the time of lodgement.

The declaration can be signed by the applicant or owner. If the owner is not the applicant, the owner must either sign the application form or must be notified of the application which is acknowledged in the declaration.

Obtaining or attempting to obtain a permit by wilfully making or causing any false representation or declaration, either orally or in writing, is an offence under the *Planning and Environment Act 1987* and could result in a fine and/or cancellation of the permit.

## Need help with the Application?

If you have attended a pre-application meeting with a DELWP planner, fill in the name of the planner and the date, so that the person can be consulted about the application once it has been lodged.

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## Checklist

### What additional information should you provide to support the proposal?

You should provide sufficient supporting material with the application to describe the proposal in enough detail for a decision to be made. It is important that copies of all plans and information submitted with the application are legible.

There may be specific application requirements set out in the planning scheme for the use or development you propose. The application should demonstrate how these have been addressed or met.

The checklist is to help ensure that you have:

- provided all the required information on the form
- included payment of the application fee
- attached all necessary supporting information and documents
- completed the relevant DELWP planning permit checklist
- signed the declaration on the last page of the application form

The more complete the information you provide with your permit application, the sooner a decision can be made.

## Lodgement

The application must be lodged with the DELWP office responsible for the planning scheme in which the land affected by the application is located. To obtain the address details for the relevant DELWP office, go to the department's Planning Contacts page at [planning.vic.gov.au/contact-us](http://planning.vic.gov.au/contact-us)

Approval from other authorities: In addition to obtaining a planning permit, approvals or exemptions may be required from other authorities or council departments. Depending on the nature of your proposal, these may include food or health registrations, building permits or approvals from water and other service authorities.

DOCUMENT ENDS

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