

# 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	Minx Architecture
Business phone number	03 9646 7000
Email	helene@minxarchitecture.com.au
Address type	Street address
Street address	

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**Unit type** Unit

**Unit number** 7A

**Level number**

**Site or building name**

**Street number** 91

**Street name** Moreland Street

**Suburb** Footscray

**Postcode** 3011

**State** VIC

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## **Owner details**

**The owner is the applicant** No

**Is the owner a person or organisation?** Organisation

**Organisation name** Melbourne Archdiocese Catholic Schools (MACS)

**Business phone number** 03 9267 0228

**Email** serussell@macs.vic.edu.au

**Address type** Street address

**Street address**

**Unit type**

**Unit number**

**Level number**

**Site or building name** James Goold House

**Street number** 228

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**Street name** Victoria Parade  
**Suburb** East Melbourne  
**Postcode** 3002  
**State** VIC

## Preferred Contact

**First name** Helene  
**Last name** Detje  
**Mobile**  
**Work phone** 03 9646 7000  
**Organisation** Minx Architecture  
**Job title** Associate  
**Email** helene@minxarchitecture.com.au  
**Address type** Street address

### Street address

**Unit type** Unit  
**Unit number** 7A  
**Level number**  
**Site or building name**  
**Street number** 91  
**Street name** Moreland Street  
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State

VIC

## Pre-application meeting details

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

No

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## Land details

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Planning scheme

Greater Geelong

At least one location must be provided to submit this application. 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

### 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

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### Manual location details

It is strongly recommended that you use the map to search and select locations for land related to this application. Manually entering or editing locations could cause delays in your application processing if that location cannot be found.

## Application details

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**Describe your proposal** This application is being submitted for a Town Planning Permit concerning the construction of a new, two storey undercover sports court & learning centre for the existing Holy Spirit Parish School and associated landscape works. The school has identified the need for a new gathering space for the wider community, as well as undercover areas for students to spend time outdoors during rain or hot weather and the need for larger, flexible learning areas.

**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 72.01-1

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**Please select the application category** Other

**Enter the estimated cost of any development for which the permit is required** \$4272000.00

**What is the current land use?** Residential / Accommodation

**Describe how the land is used and developed now** Currently the site contains a single storey detached residential dwelling and shed.

**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

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## Additional details

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

## Dwelling

<b>Dwelling type</b>	Houses
<b>Number of dwellings currently on site</b>	1
<b>Number of dwellings being demolished as part of application</b>	1
<b>Number of new dwellings being built</b>	0
<b>Does the application involve native vegetation removal?</b>	No
<b>Does this application involve the creation or removal of lots?</b>	No
<b>Does the activity require preparation of a Cultural Heritage Management Plan (CHMP)?</b>	No

## ADVERTISED PLAN

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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

Report - Arboricultural - 83 Minerva Road.pdf  
 Title – 81 Minerva Road.pdf  
 Drawings - Architectural Town Planning.pdf  
 Architectural Statement.pdf  
 Report - Arboricultural - 81 Minerva Road.pdf  
 Report - Traffic Impact Assessment.pdf  
 Title – 83 Minerva Road.pdf  
 Report - Section J.pdf  
 Drawings - Landscape Town Planning.pdf  
 Report - Sustainable Management Plan.pdf  
 Town Planning Assessment - Holy Spirit Parish School , Herne Hill.  
 pdf  
 Drawings - Survey.pdf  
 Town Planning - Cover Letter.pdf