



## Department of Transport and Planning

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Ref: PA2403231

Matthew Law  
Crosier Scott & Associates Pty Ltd  
585 Burwood Road  
HAWTHORN VIC 3122  
[matthewl@croscott.com.au](mailto:matthewl@croscott.com.au)

# ADVERTISED PLAN

Dear Matthew Law

### **APPLICATION FOR PLANNING PERMIT PA2403231 ST PATRICK'S PRIMARY SCHOOL 2 MERRICK STREET STRATFORD VIC 3862**

I refer to the above matter submitted to the Minister for Planning C/ - Department of Transport and Planning (the Department) on 24/09/2024.

A preliminary assessment of the application has revealed that further information pursuant to Section 54(1) of the *Planning and Environment Act 1987* is required in order to properly consider your application.

#### **Further Information**

1. An updated Planning Report detailing the following:
  - a. Background information and additional details of the existing school land use, including any previous and relevant planning permits or other permits that relate to the school.
  - b. A copy of any master plan that applies to the site, if applicable. *See attached copy of master plan*
  - c. Confirmation that the school has been operating prior to 28 May 2007. Please note that this is necessary to confirm whether the proposal is exempt from requiring a Cultural Heritage Management Plan (CHMP) pursuant to Section 46 Subsection 2 of the Aboriginal Heritage Regulations 2018. *Refer Design Response Report – Aboriginal Cultural Heritage Overlay*
  - d. A written description of all buildings and works that you are seeking approval for as part of the permit application. *Refer Design Response Report – Introduction & Proposed Works*
  - e. Explain why the Minister for Planning is the responsible authority for the proposal pursuant to Clause 72.01-1 of the Wellington Planning Scheme. *Refer Design Response Report – Planning Guidelines*
  - f. Confirm the existing student and staff numbers.
  - g. Confirm the number of existing car parking and bicycle parking spaces.

*Refer Revised Townplanning Drawings  
Existing Car Parking: 0 (No Existing Car parking on site)  
Bicycle Parking Spaces: 15no.*

*The existing site is currently used as an Education Centre and a Church. The proposal will not change the use of the site. No previous planning permits are available.*

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- h. Clarify whether a planning permit is required for the following:
- i. Any proposed signage under Clause 52.05 (Signs). Please also clarify the type of signage if proposed. *A planning permit is required, refer Design Response Report*
  - ii. Removal of native vegetation under Clause 52.17 (Native Vegetation) of the Wellington Planning Scheme. *No planning permit is required, refer Design Response Report*
- i. An assessment of the proposal against Clause 53.18 (Stormwater Management in Urban Development) of the Wellington Planning Scheme. *Refer Design Response Report*
- j. Written detail explaining how the proposal responds to Clause 13.02-1S (Bushfire Planning) of the Wellington Planning Scheme. *Refer Design Response Report*
- k. Clarification of details regarding the proposed re-purposing of the sites admin building and whether any works trigger a planning permit under Clause 43.01 (Heritage Overlay). *Refer Design Response Report*
- l. Clarification of details regarding the relocation of the existing portable building and whether any works trigger a planning permit under Clause 43.01 (Heritage Overlay). *Relocation of portable is no longer being part of scope, refer Development plans*  
*(Note: It is unclear what these works entail and if a permit is required).*
2. Updated set of development plans (with the correct orientation) to include:
- a. A development summary including:
    - i. Existing and proposed gross floor area of buildings. *Included, refer Development Plans*
    - ii. Existing and proposed site coverage of buildings. *Included, refer Development Plans*
    - iii. Existing and proposed site permeability of the site (taking into account buildings, basement and hard surfaces). *Included, refer Development Plans*
    - iv. The number of existing car parking spaces. *Included, refer Development Plans*
    - v. The number of existing bicycle parking spaces. *Included, refer Development Plans*
  - b. A proposed site plan detailing the following:
    - i. All proposed buildings and works including demolition. *Included, refer Development Plans*
    - ii. Location of carparking and bicycle parking spaces. *Included, refer Development Plans*
    - iii. Proposed landscaping *Included, refer Development Plans*
    - iv. Any vegetation to be removed *Included, refer Development Plans*
    - v. Details and dimensions of all proposed signage on site *Included, refer Development Plans*
    - vi. Setbacks to boundaries. *Included, refer Development Plans*
    - vii. The location of all proposed buildings and works with the heritage overlay impacting the site, including setbacks of proposed infrastructure from the overlay boundary. *Included, refer Development Plans* *Included, refer Development Plans*
  - c. Amended shadow diagram to show full shadow extent to Merrick Street. *Included, refer Development Plans*
  - d. Elevation plans of any proposed new structures (portable building) and signage.
  - e. Full dimensions of all proposed signs. *Included, refer Development Plans*
  - f. A schedule summarising the area (sqm), location and type of proposed signs on the land. *Included, refer Development Plans*
  - g. The overall height of the proposed sign(s) above existing ground level. *Included, refer Development Plans*
3. A landscape concept plan prepared by a landscape architect or suitably qualified person showing the location of vegetation to be removed and/or retained, proposed landscaped areas and landscape themes, the location of canopy trees to be planted.  
*Included, refer Development Plans*

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This request for further information is made pursuant to section 54 of the *Planning and Environment Act 1987* and must be received **on or before 10/12/2024**.

If you do not provide all requested information **on or before 10/12/2024**, your application will lapse. You are able to extend this deadline for the submission of further information by requesting an extension before the lapse date specified in this correspondence. The Minister for Planning must then either consent or refuse an extension of time to the further information lapse date in writing and appeal rights apply to any refusal of an extension of time for the further information lapse date.

### **Preliminary Assessment**

The Department has undertaken a preliminary assessment of the application, and the following matters are raised:

1. The planning application letter provides limited detail as to what proposed buildings and works are to be undertaken on the site and does not sufficiently outline the planning permit triggers. This should be clarified in a town planning report prepared by a qualified planning consultant as appropriate, as required by Item 1 of this letter.
2. The submitted site plans provide limited detail regarding the existing structures and vegetation on the site, adjacent land uses and proposed buildings and works. This information should be included in an updated set of development plans.
3. The application has been sent to Wellington Shire Council in accordance with Section 52(1)(b) of the Planning and Environment Act 1987. The Department of Transport and Planning is awaiting the formal response from the Council. The proponent will be notified of any response received from the Council.

Should you have any further queries in relation to this matter please do not hesitate to contact Belinda Casic, Planner on telephone 03 5172 2310 or email [belinda.casic@transport.vic.gov.au](mailto:belinda.casic@transport.vic.gov.au).

Yours sincerely



**Belinda Casic**

Planner, Development Approvals and Design

11/10/2024

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