

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. If you have any concerns, please contact Council's planning department.

## The Land

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

#### Street Address

Unit No.: \_\_\_\_\_ St. No.: \_\_\_\_\_ Street name \_\_\_\_\_

Suburb/locality \_\_\_\_\_ postcode \_\_\_\_\_

#### Formal Land Description

Complete either A or B.

**A** Lot No.: \_\_\_\_\_  Lodged Plan  Title Plan  Plan of Subdivision No.: \_\_\_\_\_

or

**B** Crown Allotment No.: \_\_\_\_\_ Section No.: \_\_\_\_\_

Parish/Township Name: \_\_\_\_\_

If this application relates to more than one address, please click this button and enter relevant details.

## 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.*

### 2. For what use, development or other matter do you require a permit?

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

### 3. Estimated cost of development for which the permit is required

Cost: \$ \_\_\_\_\_ You may be required to verify this estimate.

Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

## Existing Conditions

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

eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

## Title Information

### 5. 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  Provide a copy  
 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', eg. restrictive

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## Applicant and Owner Details

### 6. Provide details of the applicant and the owner of the land.

**Applicant** (The person who wants the permit.)

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname \_\_\_\_\_  
Organisation (if applicable): \_\_\_\_\_  
Unit No.: \_\_\_\_\_ St. No.: \_\_\_\_\_ Street name \_\_\_\_\_  
Suburb/locality \_\_\_\_\_ State \_\_\_\_\_ postcode \_\_\_\_\_

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

Same as applicant (If so, go to 'contact information')

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname \_\_\_\_\_  
Organisation (if applicable) \_\_\_\_\_  
Unit No.: \_\_\_\_\_ St. No.: \_\_\_\_\_ Street name \_\_\_\_\_  
Suburb/locality \_\_\_\_\_ State \_\_\_\_\_ postcode \_\_\_\_\_

**Contact information** Please provide at least one contact phone number

Business Phone \_\_\_\_\_ Email \_\_\_\_\_  
Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Owner** (The person or organisation who owns the land)

Same as applicant

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

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname \_\_\_\_\_  
Organisation (if applicable) \_\_\_\_\_  
Unit No.: \_\_\_\_\_ St. No.: \_\_\_\_\_ Street name \_\_\_\_\_  
Suburb/locality \_\_\_\_\_ State \_\_\_\_\_ postcode \_\_\_\_\_

Owners signature (Optional)  Date \_\_\_\_\_

## Declaration

### 7. 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 \_\_\_\_\_

## Need help with the Application?

Contact Council'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.

### 8. Has there been a pre-application meeting with a Council planning officer?

yes     no    If yes, with whom?: \_\_\_\_\_ Date: \_\_\_\_\_

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## Checklist

### 9. Have you

- Filled in the form completely?
  - Provided all necessary supporting information and documents?
    - A current copy of title (no more than 3 months old) including a copy of any encumbrances affecting the land.
    - Plans showing the layout and details of the proposal
    - A plan of existing conditions
    - Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.  
If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).
    - Signed the declaration (section 7)?
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## Lodgement and Payment

Lodge the completed and signed form and all documents with:

**In Person:**        Warrnambool City Council Civic Centre, 25 Liebig Street, Warrnambool 8.30am to 5.00pm

**Mail:**             PO Box 198, WARRNAMBOOL Victoria 3280

**E-mail**             [planning@warrnambool.vic.gov.au](mailto:planning@warrnambool.vic.gov.au)

**Please note once your application is received, an invoice will be forwarded to you via email.**