

The Warrnambool City Council is committed to protecting personal information in accordance with the principles of the Victorian privacy laws. The information provided will be used for the following purposes:

- correspond about the permit application
- if necessary, notify affected parties who may wish to inspect your application so that they can respond
- if necessary, forward your application to a referral authority who must also keep a register available for inspection by any person

The information you provide will be made available to:

- any person who may wish to inspect the application until the application process is concluded, including any review in VCAT
- relevant officers at Council, anyone a party to the application process and 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
- Other external parties if required by law

This information is being collected in accordance with the Planning and Environment Act 1987. If all requested information is not received, Council may not be able to process your application or objection.

Do you agree? Yes No

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: _____

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

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:

Application Type

Is this a VicSmart application?* Yes No

If yes, please specify which VicSmart class or classes.

*Classes of VicSmart application are listed in Zones, overlays, particular provisions and the schedule to Clause 59.15

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)?

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

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