



### What's the PROCESS?

City of Darebin  
Planning

8470 8850

[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

You may require a planning permit to build, use land or make changes to a property within the City of Darebin. A Planning Permit is a legal document that allows land to be used or developed. To obtain a planning permit, an application must be made to the council. If the council agrees with the proposal, it may grant a planning permit.

As a resident or visitor to Darebin, you may be given the opportunity to comment on an application for a planning permit that may impact you. This fact sheet aims to show the different steps in the planning permit process and definitions of key terms.

#### **Q.** Do I need a planning permit?

**A.** The quickest and easiest way to determine if your proposal requires a planning permit is to contact Council's Statutory Planning Unit. This can be done over the phone on 8470 8850 or in person at 274 Gower Street, Preston Monday to Friday 8:45pm to 4:45pm.

### THE PLANNING PERMIT PROCESS

There are nine stages in the planning permit process

#### Stage 1 RESEARCH

Identify the planning controls which apply to the parcel of land and if a planning permit is required for the proposal.

#### Stage 2 PREPARATION

Preliminary plans should be prepared by a designer or architect and should include site context plan, floor plans and elevations. Arrange a pre-application meeting with a planning officer from Council on 8470 8850 and discuss the proposal with your neighbours.

## Stage 3 LODGEMENT

The information required to be submitted with the application depends on the type of application. You must include an Application for a Planning Permit form, lodgement fee, a current Certificate of Title and copies of plans and any other additional information required by Darebin's Planning checklists.

All documents and plans must be submitted in accordance with Council's *Electronic Lodgement Guidelines*.

## Stage 4 PRELIMINARY ASSESSMENT

A Council planning officer will check the information accompanying the application and if required further information may be requested to enable a comprehensive assessment of the proposal.

## Stage 5 NOTIFICATION (if required)

A planning officer will determine if and how public notification needs to be given. This can be in the form of mail, the display of a notice from the site, and in the local newspaper.

If Council is satisfied that the application will not negatively impact any person, public notification will not be given.

If public notification is required, it must be carried out for a period of at least fourteen consecutive days. During this period and up until a decision is made, a person can make a submission either in support or objection to the proposal.

## Stage 6 ASSESSMENT

A planning officer then prepares a report which assesses the proposal against the relevant policies and planning scheme requirements. The assessment will also include consideration of statutory referrals comments and objector concerns.

## Stage 7 DELEGATION

Depending on the nature of the application and the number of objections received, the decision will be made by one of the following:

- A Council Planner
- Council's Planning Committee
- Council

## Stage 8 DECISION

**Planning Permit** – If there are no objectors and Council supports the application, a planning permit is issued.

**Notice of Decision** – If Council supports the application but objections have been received, it must issue a Notice of Decision to Grant a Permit. All objectors will be sent this notice and will have 21 days to lodge an application for review at the Victorian Civil and Administrative Tribunal (VCAT). If a review with VCAT is not submitted during this time, Council will grant the planning permit.

**Refusal** – Council can refuse an application, even when there are no objections to it. If an application is refused Council will issue a 'Refusal to Grant a Permit'. This document will include the grounds relied upon by Council as justification for the refusal. The applicant will have 60 days to lodge an application for review with VCAT.

## Stage 9 REVIEW

If you are unhappy with Council's decision you can make an application to review Council's decision with VCAT. This includes but is not limited to:

- Appealing the issue of a Notice of Decision
- Appealing the refusal of a Permit
- Appealing the conditions placed on a Permit
- Failure to Determine within 60 statutory days.

Refer to the VCAT website for more information about referring matters to VCAT [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au)

# STEPS IN APPLYING FOR A PERMIT

3

