

LODGING AN OBJECTION OR SUBMISSION

If an application is being advertised for a development which you oppose or support, you can lodge an objection or submission in Greenlight OPM.

1. Open the Greenlight OPM page using the link on the council website.
2. Conduct a search for the application you wish to enter a submission for by either typing the application number or using the drop down list to find the address.
3. Click the application number link to view the details of the application. The 'Lodge a Submission' section will be displayed.
4. Enter your details and click 'Submit'. You will now be prompted to enter the details of your submission.
5. If you are objecting to the application click the 'Objection' checkbox.
6. Enter a description of your submission in the box provided.
7. If necessary add supporting documentation using the 'browse' button.
8. Click 'Submit'. Your details have now been sent to Council's Planning Services.



WHAT IS A PLANNING PERMIT? DO I NEED A PERMIT?

A Planning Permit is a legal document that gives permission in principal for a certain use or development on a specific parcel of land. Planning permits have approved (or endorsed) plans that specify what development can take place. Not all developments require a planning permit. It depends on the planning permit requirements contained in the Zone and any Overlays for the land.

Planning permits often contain **conditions** set by Councils, Service Authorities (including water, energy and roads authorities) and State Government Departments and Agencies. The use, development, buildings or works done **must** match those shown on the planning permit and endorsed plans. Permits have an **expiry date** – a time limit in which development must be completed. If a planning permit expires before the development is completed, we cannot extend the planning permit. It may be possible to request an extension of time for the planning permit if the planning permit has not expired.

FURTHER INFORMATION

Contact the Sustainable Development Unit on (03) 5471 1700



Lyttleton Street Castlemaine VIC
PO Box 185 Castlemaine 3450
TEL: 5471 1700 FAX: 5471 1749
EMAIL: info@mountalexander.vic.gov.au
WEB: www.mountalexander.vic.gov.au



Greenlight Online Planning Permit Manager

Greenlight Online Permit Manager allows you to submit your applications online, receive correspondence by email and monitor the status of your applications. To get started, all you need to do is create an account.

SUSTAINABLE DEVELOPMENT UNIT

REGISTERING FOR GREENLIGHT ONLINE PERMIT MANAGER (OPM)

Before you can lodge an application in Greenlight OPM, you must first register a username and password.

1. Open the Greenlight OPM page using the link on the Planning Services section of the Council website.
2. Click the 'Create Account' link.
3. Enter your registration details. The mandatory fields for registration are: First Name, Surname, Address, Username, Password, Confirm Password and Password Reminder.
4. Click Submit.

LODGING AN APPLICATION

Greenlight OPM allows you to submit Town Planning Applications.

1. Log into Greenlight OPM using your registered username and password.
2. Click the link 'Town Planning Applications'
3. Click the 'New Planning Application' link.
4. Select from the pre-defined list of application descriptions or add an application description manually. Click 'Next'
5. Add the address that the application relates to using the 'Add Property' button provided.
6. If you are not the owner, enter the owners details using the 'Add Owner' button provided.
7. Add any necessary supporting documentation (see below).
8. Complete the 'Declaration of the Applicant' section by clicking the appropriate button.
9. Enter the 'Application Fee' amount. If you do not know the correct application fee amount a 'Fee Structure' button is provided for you or call the Planning Department on 5471 1700.
10. Click 'Next' to see options for payment.

Please note: Applications are not considered complete until Council receives the application fee and all necessary documents such as plans, titles etc. Planning Permit applications will not be assessed until the application fee has been paid.

ADDING DOCUMENTS

In order to ensure that your application is complete upon submission, you are required to add supporting documentation.

1. Click the 'Add New' button in the 'Supporting Documentation' section. A new window will pop-up prompting you to add a new document.
2. Locate the document you wish to add using the 'Browse' button.
3. Select document type from the drop-down list provided.
4. Enter any comments that you feel may assist council in understanding the nature of the document.
5. Click 'Submit' to add your document to your application.

TRACKING YOUR APPLICATION

Once you have lodged an application in Greenlight OPM you will receive updates regarding the status changes to the application in your email or via the Greenlight Mailbox. You can view the progress of your application via the 'My Applications' link on the Greenlight page.

1. Login to Greenlight OPM using your registered username and password.
2. Click the 'My Applications' link.
3. Click the application number link for the application you wish to view.
4. When tracking an application, you may be required to add more information or enter an advertising declaration.

SEARCHING FOR APPLICATIONS

You can view all existing applications that have been submitted in your area by conducting an application search in Greenlight OPM.

Please note: You are not required to login to Greenlight OPM in order to conduct an application search.

1. Open the Greenlight OPM page using the link on the Planning Services section of the council website.
2. Click the link for 'Town Planning Applications'. Click the 'Search Current Applications' link.
3. Select the address for which you wish to do an application search using the drop-down lists provided or by typing the address manually in the box provided.
4. Click the 'Search' button.
5. Click the application number link to view the details of the application. If the application is still open for submissions you may choose to lodge an objection or submission.

