

# PLANNING PERMIT APPLICATION PROCESS

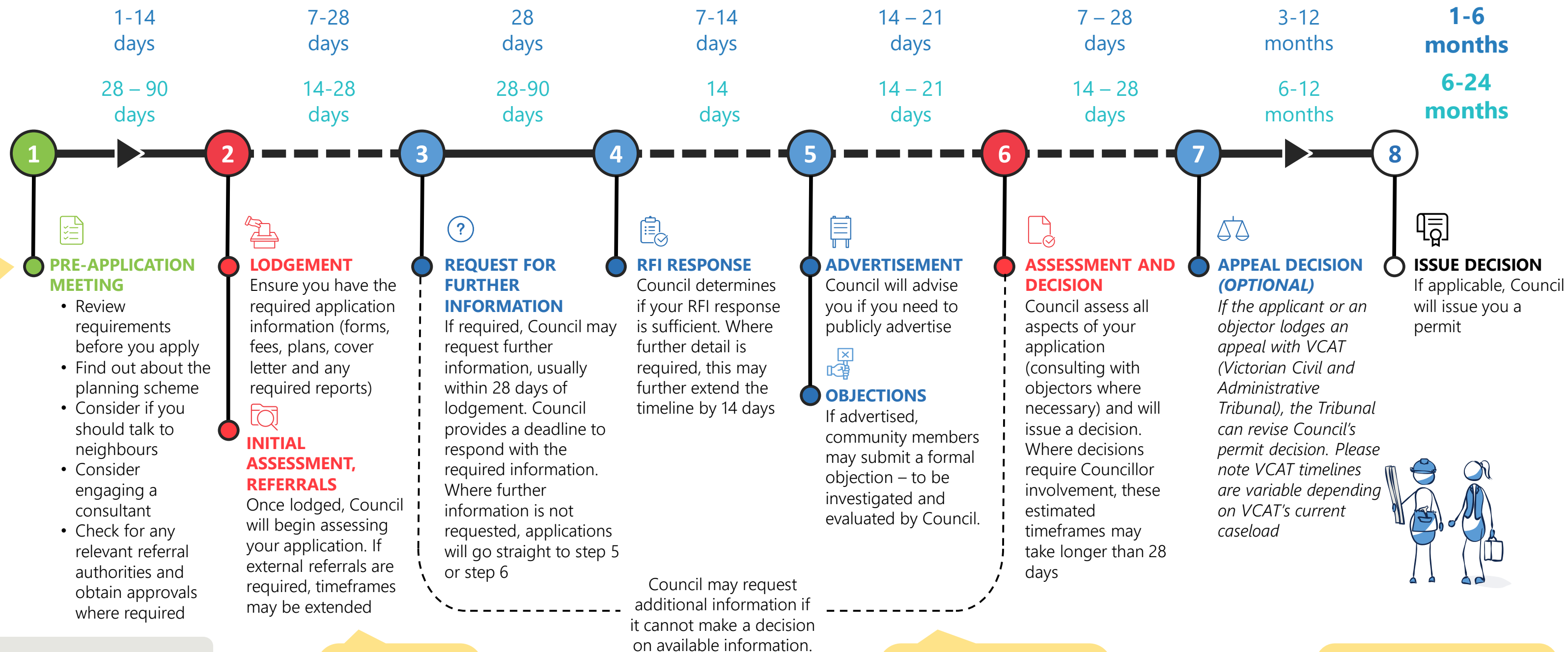
**ADDITIONAL RESOURCES**  
Please visit [website link] for further information and resources– including guides and associated fees

Talk with your Council to understand if your application is **SIMPLE** or **COMPLEX**

Overall typical timeline for **SIMPLE** and **COMPLEX** applications

**SIMPLE**

**COMPLEX**



**TIP:**  
Strong early engagement with Council facilitates a smoother review later.

**TIP:**  
A complete, high quality application can reduce the likelihood of receiving an RFI later.

**NOTE:**  
If the application is amended at any point during or after the RFI or advertisement stages, this will 'reset' your application back to the lodgement stage

**DID YOU KNOW?:**  
If you meet the criteria, you can fast track your application. Refer to the VicSmart process overview.

**LEGEND**

- Typical pathway
- .... Step only as required
- Optional but highly encouraged step
- Only if applicable step
- Mandatory step



# PRE-APPLICATION PROCESS

## Within 1 week:

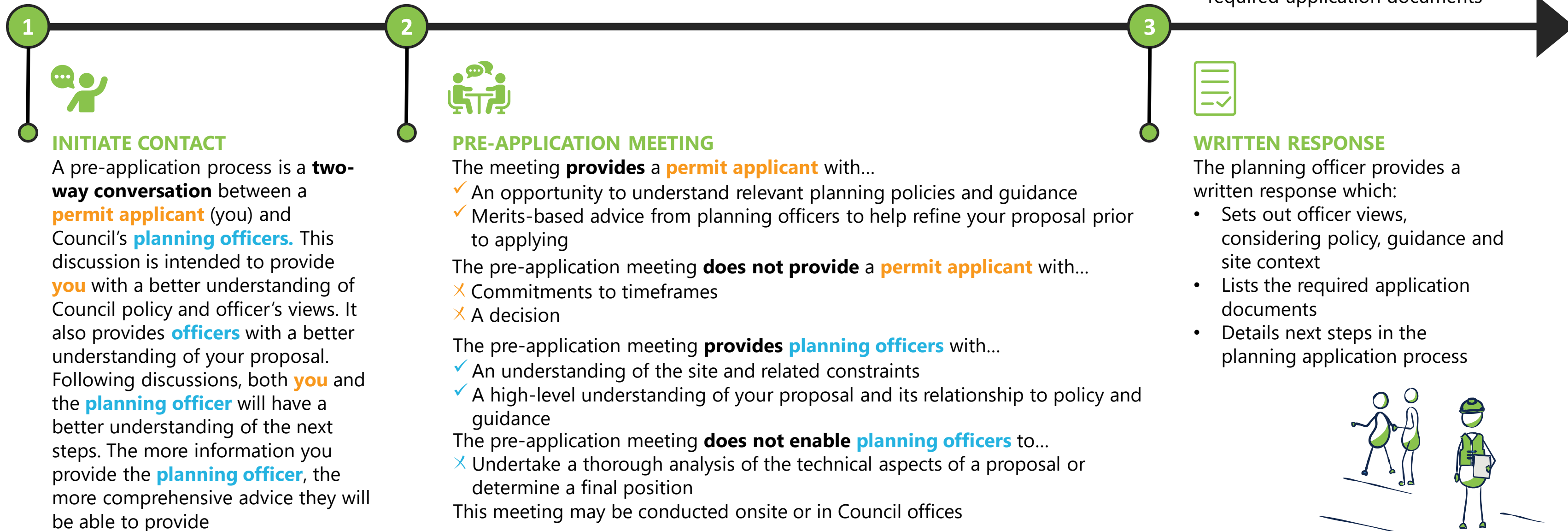
If a meeting is necessary, you will receive your appointment date and time

## Within 2-3 weeks:

If required, then the pre-application meeting is held. If a meeting was deemed not necessary, you will receive either a call and follow-up email setting out officer's views, or a formal written response

## Within 3-5 weeks:

Where a meeting is held a formal written response will later be provided. This response will set out officer's views and list required application documents



**Please note:** All pre-application responses represent the views of planning officers only. These views may or may not be consistent with the final views of Council, third parties or any relevant referral authorities. A high-quality, submission will allow Councils to provide more detailed advice. Where a proposal requires third party or referral authority input, we recommend you seek the comments of any such relevant parties prior to submitting your application



# VICSMART PLANNING PERMIT APPLICATION PROCESS

Timings provided below are a guidance based on how long most applications take at each stage

## VicSmart Criteria:

You can use VicSmart to apply for:

- Minor subdivision
- Buildings and works
- Minor tree removal and lopping
- Small advertising signs
- Car parking reductions

Please refer to the [VicSmart website](#) for further information, or to the FAQ "[Types of VicSmart Applications](#)" for specific information on the above topics

**Fast Track** ▶

1



### PRE-APPLICATION

- Review requirements before you apply
- Find out about the planning scheme
- Consider if you should talk to neighbours
- Consider engaging a consultant
- Check for any relevant referral authorities and obtain approvals where required (noting that Water and Heritage authorities are those most commonly involved)

**TIP:**  
Strong early engagement with Council facilitates a smoother review later

**TIP:**  
A complete, high quality application can reduce the likelihood of receiving an RFI later.

Up to 10  
business  
days

2



### LODGEMENT

Ensure you have the required application information (forms, fees, plans, cover letter and any required reports). Once lodged, Council will begin assessing your application



### REQUEST FOR FURTHER INFORMATION

If required, Council may request further information. If external referrals are required, it is the applicant's responsibility to ensure that all relevant authorities have reviewed and provided consent to the application. This process may extend timelines.

Up to 5  
business  
days

3



### ASSESSMENT AND DECISION

Council assess all aspects of the application and makes a decision. If required, Council may request further information. An RFI can be made within 5 days of the VicSmart application. Where an RFI is made, the timeline for the VicSmart application may extend, depending on the quality of the information provided in your response

Up to 10  
business  
days

4



### ISSUE DECISION

If applicable, Council will issue a permit. Otherwise, a Notice of Refusal to Grant a Planning permit will be issued

Once an application is received with all required information, a decision for VicSmart Applications is made within

**10 business days**

