

Planning Permit Activity Reporting

Data Dictionary
Version 7.9.2



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Document history and status

| Rev | Date issued | Reviewed by | Revision Type |
|-------|---------------|--|--|
| 0.1 | 9 April 2005 | Building Commission | Document created by SKM |
| 0.2 | 20 April 2005 | Moreland CC | Discussion and edits |
| 0.2 | 20 April 2005 | Melissa Harris (DSE) and Tony Allan (DSE) | Review and edits |
| 0.2 | 25 April 2005 | Comments from Golden Plains and Surfcoast | Review and comments added |
| 0.3 | 26 April 2005 | Comments from Macedon Ranges | Review and comments added |
| 0.3 | 28 April 2005 | Comments from Hobsons Bay, Moorabool and Stonnington | Review and comments added |
| 0.3 | 28 April 2005 | Comments from Bayside | Review and comments added |
| 0.3 | 3 May 2005 | Comments from Melbourne | Review and comments added |
| 1.0 | 6 May 2005 | Draft | Review and comments added |
| 2.0 | 10 May 2005 | DSE | Review and edits |
| 3.0 | 14 May 2005 | Steering committee | Review. Comments and edits |
| 4.0 | 15 May 2005 | Matt Benson (SKM) | Edited based on Steering committee feedback |
| 5.0 | 7 June 2005 | Chris Bate (SKM) | Edit based on feedback from DSE |
| 6.0 | 9 June 2005 | Chris Bate (SKM) | Reformat to DSE requirements |
| 7.0 | 11 July 2005 | Chris Bate (SKM) | Edit based on consultation with vendors |
| 7.1 | 12 July 2005 | Chris Bate (SKM) | Accept changes from DSE |
| 7.2 | 21 July 2005 | Tony Allan (DSE) | Clarifications and update to 1.3 ("New or amended application" has been renamed to "Application type") and 1.4 |
| 7.3 | 24 Aug2005 | Melissa Harris (DSE) | Change to land use category to include native vegetation removal Clarification to estimated assessment effort at 2.2 to show 1= simple, 2= average, 3= complex in conjunction with existing definitions |
| 7.4 | 29 Aug2005 | Tony Allan (DSE) | Formatting changes - added title page Re-establish file locations and document management |
| 7.5 | 7 Sept 2005 | Tony Allan (DSE) | Add a new data element "Proposed Use or Development" (1.8) |
| 7.5.1 | 8 June 2007 | Tony Allan and Carolyn Madden (DSE) | The intent of this update is to clarify the description of the data elements and to make Application Type (1.3) and Estimated Assessment Effort (2.2) mandatory. No elements have been added and values for existing elements has not changed. Date formatting clarified (in sections 2.1, 4.2, and 4.5). Change 'Application type' (1.3) value 2 from 'Amended Application' to 'Amended Permit application'. And associated text changes. Textual clarifications to the Introduction and sections 1.2, 1.3, 1.4, 3.1, and 4.1. Additional rules added to Responsible Authority Outcome (4.1), including what to do with 'Failure to Decide'. 4.1 'Prohibited Use' noted as No Permit Required. Added a note about other currently unsupported VCAT outcomes (4.4). 1.3, 2.2, 2.3, 2.4, 2.5, 2.7, 3.1, 3.2, 3.3 are for a decided application - i.e. with an application outcome 1-6) |
| 7.7 | 12 May 2009 | Terry Mandalios (DPCD) | Changes to existing fields Clarify mandatory section for 'property location' and 'Objections'. Changes to the Application Category value (7) 'More than one new dwelling but less than 10' to 'More than one new dwelling (2-10)' Addition of new application category value (24) 'Subdivision – Realignment of boundary' Changes to the Current & Proposed land use (7 & 8) |

Residence to Residence / Accommodation
 Retail to Retail Premises
 Addition of new Current & Proposed land use (11 – 17)
 Child care, education centre, mineral extraction, pleasure boat facility, transport terminal, utility installation, mixed use.
 Clarify business rules with the Estimated cost of works
 Clarify business rules within the Application Outcome
 Clarify business rules and notes on amended permit applications ECW.

New fields added

(1.9) Applicant Name & Address
 (2.8) Cultural Heritage Management Plan
 (2.9) Cultural Heritage Management Plan date provided
 (3.4) Number of new dwellings (yield)
 (4.4) VCAT Lodgement date added

| | | | |
|-------|------------------|-------------------------|---|
| 7.7 | 02 June 2009 | Terry Mandalios (DPCD) | Additional element being included in the applicant address to allow for PO Box's. Amend incorrect 'state' field format |
| 7.7 | 04 August 2009 | Terry Mandalios (DPCD) | Change proposed/current land use value '7' to Residential/Accommodation |
| 7.7 | 26 August 2009 | Terry Mandalios (DPCD) | New field added 'Organisation' to the applicant details section |
| 7.7.1 | 19 June 2012 | Terry Mandalios (DPCD) | Proposed Use or Development 'subdivision' description standard. |
| 7.8 | 6 December 2012 | Lukas Xuereb (DPCD) | New fields added Addition of new Geocode fields for Property Location (1.4.6.1 & 1.4.6.2) Addition of new VicSmart fields (1.6) Addition of new Number of new lots (yield) field (3.5) Addition of new VCAT grounds for appeal field (4.7) Addition of new Final Outcome field (4.8) and Final Outcome date field (4.9) |
| | | | Changes to existing fields Cosmetic name change from 'Statutory timeframe' to 'Sixty day timeframe' Removal of 'Permits Issued...' (1 & 2) and addition of Failure to Determine (10) to Responsible Authority Outcome Alteration to 'Application Categories', to consolidate dwelling categories and select subdivision categories Alteration to VCAT Outcomes (0-6) |
| 7.8.1 | 28 December 2012 | Lukas Xuereb (DPCD) | Addition of 'Country' element to Applicant Details field, with modifications to 'State' and 'Postcode' to accommodate this. Cosmetic name change from 'Objections' to 'Submissions' |
| 7.8.2 | 17 July 2013 | Terry Mandalios (DTPLI) | Change existing field 'Cultural Heritage Management Plan date provided' from 'mandatory' to 'optional'. Latitude/Longitude – Updated field type from 'Integer' to 'Decimal' |
| 7.9 | 22 July 2013 | Terry Mandalios (DTPLI) | Changes to 4.1 'Responsible Authority Outcomes' domain (addition of values 1 & 2) and updated notes. Change to 'Final outcome' notes section. Change to 'Final outcome date' notes section. |
| 7.9.1 | 21 February 2014 | Lukas Xuereb (DTPLI) | Cosmetic corrections to document |
| 7.9.2 | 27 April 2016 | Robert Walters (DELWP) | Cosmetic corrections to document |

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Introduction

This document defines the data to be collected by the Department of Planning and Community Development from Responsible Authorities to regularly report on planning permit activity in Victoria.

The June 2004 State Economic Statement "Victoria – Leading the Way", committed \$3.1 million over three years for reforms to the planning process in Victoria. These reforms, entitled "Better Decisions Faster", included:

- Pre-lodgement certification
- Reduced referral requirements
- Additional funding for the VCAT, and
- Planning Permit Activity Reporting (PPAR)

The Planning Permit Activity Reporting (PPAR) reform successfully established a regular reporting system for planning permit activity in Victoria, and it has been in operation since July 2007. Reporting of planning permit activity provides information to Government, industry and the public on the level of activity in the planning system in Victoria.

The document will be made available to responsible authorities and planning system vendors to adapt current systems to meet the data requirements of the Department.

Grouping of data elements

The planning permit activity data identified in this data dictionary has been grouped into the following categories that are based on the purpose of the data in application process:

Application details (information that relates to the application and is generally sourced from the application form)

- Victorian Planning Scheme code
- Application identifier
- New or amended application
- Property location
- Fees
- VicSmart
- Pre-application meeting
- Estimated cost of works
- Applicant details

Processing details (information that relates to the management of the processing of the application within the Responsible Authority)

- Date application received
- Estimated assessment effort
- Further information requested
- Public notice
- Referral issued
- Objections
- 60 day time frame
- Cultural Heritage Management Plans

Application categories (information that relates to the reason for application and the use of the land that is the subject of the application)

- Application categories
- Current land use
- Proposed land use
- Number of new dwellings
- Number of new lots

Application outcome (information that relates to the decision made by the Responsible Authority and, if applicable, VCAT)

- Responsible Authority outcome
- Date of Responsible Authority outcome
- VCAT reference number
- VCAT lodgement date
- VCAT grounds for appeal
- VCAT outcome
- VCAT outcome date
- Final Outcome
- Final outcome date

Data types

The following data types are used within this document:

| | |
|------------------|---|
| Integer | A series of digits. No spaces, periods or other characters are allowed. |
| Character | A series of digits and letters and printable special characters. |
| Dollar | A positive integer representing whole dollars. The dollar sign, period and any cents must be omitted. |
| List of Integers | A comma separated list of positive integers representing one or more values. |
| Date | A valid date expressed as exactly 10 characters in ISO8601-2003 format as YYYY-MM-DD. |

If a number in brackets follows the data type, this indicates the maximum length of the field. For example, Integer (3) represents a field containing a maximum of three digits. If not otherwise specified, a field must not exceed 1000 characters.

Mandatory items

Each data element is flagged as mandatory according to the following table:

| | |
|--------------------------------|--|
| Yes | This data element MUST be provided for every planning permit application. |
| Yes, under specified condition | This data element MUST be provided for every planning permit application in the circumstances indicated. |
| No but desirable | This is NOT a mandatory data element but SHOULD be provided if possible. Support for this element SHOULD be included in software used by the Responsible Authority. |
| No but highly desirable | This is NOT a mandatory data element but SHOULD be provided if possible. Support for this element MUST be included in software used by the Responsible Authority. |

Where a data element is not mandatory or the conditions for the data element to be mandatory are not yet met, the data element may be specified with a null value or blank depending on the circumstance. There are some restrictions on blank values in XML, for example dates must be omitted if not specified. The domain for the null value is shown where applicable. Explicit use of the null value to indicate “No data available” for an optional data element allows the known absence of data to be indicated.

1 - Application Details

1.1 - Victorian Planning Scheme code

| Victorian Planning Scheme code | | | | |
|--------------------------------|---|------------------------------------|------|---------------------------------|
| Definition | A code that identifies the 82 Victorian Planning Schemes. | | | |
| Data Type: | Character(4) | | | |
| Standard: | None | | | |
| Domain: | alpi | Alpine | mann | Manningham |
| | alpr | Alpine Resorts | mans | Mansfield |
| | arat | Ararat | mari | Maribyrnong |
| | ball | Ballarat | maro | Maroondah |
| | bany | Banyule | melb | Melbourne |
| | basc | Bass Coast | melt | Melton |
| | bawb | Baw Baw | mild | Mildura |
| | bays | Bayside | mith | Mitchell |
| | bena | Benalla | moir | Moira |
| | boro | Boroondara | mona | Monash |
| | brim | Brimbank | moon | Moonee Valley |
| | blok | Buloke | moor | Moorabool |
| | camp | Campaspe | more | Moreland |
| | card | Cardinia | morn | Mornington Peninsula |
| | case | Casey | malx | Mount Alexander |
| | cgol | Central Goldfields | moyn | Moyne |
| | cola | Colac-Otway | muri | Murrindindi |
| | cora | Corangamite | nill | Nillumbik |
| | dare | Darebin | ngra | Northern Grampians |
| | egip | East Gippsland | pome | Port of Melbourne (placeholder) |
| | fran | Frankston | port | Port Phillip |
| | fisi | French Island and Sandstone Island | pyrn | Pyrenees |
| | gann | Gannawarra | quen | Queenscliffe |
| | glen | Glen Eira | sgip | South Gippsland |
| | gelg | Glenelg | sgra | Southern Grampians |
| | gpla | Golden Plains | ston | Stonnington |
| | gben | Greater Bendigo | strb | Strathbogie |
| | gdan | Greater Dandenong | surf | Surf Coast |
| | ggee | Greater Geelong | swan | Swan Hill |
| | gshe | Greater Shepparton | towg | Towong |
| | hepb | Hepburn | wang | Wangaratta |
| | hind | Hindmarsh | warr | Warrnambool |
| | hbay | Hobsons Bay | well | Wellington |
| | hors | Horsham | wwim | West Wimmera |
| | hume | Hume | whse | Whitehorse |
| | indi | Indigo | wsea | Whittlesea |
| | king | Kingston | wdon | Wodonga |
| | knox | Knox | wynd | Wyndham |
| | latr | Latrobe | yara | Yarra |
| | lodd | Loddon | yan | Yarra Ranges |

| | macr | Macedon Ranges | yari | Yarriambiack |
|--------------------|--|----------------|------|--------------|
| Domain Definitions | Planning scheme titles | | | |
| Business Rule | Each Planning Scheme has a unique identifier. There is a Planning Scheme for every municipality in Victoria and for a limited number of other defined areas, such as the Alpine Resorts, French Island and Sandstone Island, and the Port of Melbourne. The code is always specified as lower case. | | | |
| Mandatory | Yes | | | |
| For use in | In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/> | | | |
| Purpose | Used to identify the data sets for each Planning Scheme. | | | |
| Notes | A code will be provided for the "Port of Melbourne" at a later date. PPARS will maintain a mapping between this list and the Building Commission's Municipal Code list for data analysis and reporting purposes. | | | |

1.2 - Application identifier

| Application identifier | |
|------------------------|---|
| Definition | The unique identifier assigned by and used within a Responsible Authority to identify an application for a planning permit. |
| Data Type: | Character |
| Standard: | None |
| Domain: | Undefined |
| Domain Definitions | N/A |
| Business Rules | Application identifier is unique within a Responsible Authority and identifies a single application for a planning permit |
| Mandatory | Yes |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/> |
| Purpose | To identify each application within a Responsible Authority and to provide the aggregate number of applications. |
| Notes | <p>Most Responsible Authorities use a combination of year and serial number (within the year) to identify an application although no assumptions will be made about the structure of the identifier. It is the responsibility of PPARS to handle Applications from Responsible Authorities that use the same naming convention, and hence the same series of identifiers.</p> <p>If a Planning Permit is issued, this identifier generally becomes the Planning Permit identifier. A separate identifier is not used.</p> |

1.3 - Application type

| Application type | | | | | | | | | |
|--------------------|--|---|-------------------|---|-----------------|---|----------------------------|---|----------------------|
| Definition | Whether the permit application is a new application, an application for amendment to permit under section 72 of the Planning and Environment Act 1987, or a combined application for planning permit and planning scheme amendment under section 96A. | | | | | | | | |
| Data Type | Integer | | | | | | | | |
| Standard | N/A | | | | | | | | |
| Domain | <table border="1"> <tr> <td>0</td> <td>No data available</td> </tr> <tr> <td>1</td> <td>New application</td> </tr> <tr> <td>2</td> <td>Amended Permit application</td> </tr> <tr> <td>3</td> <td>Combined application</td> </tr> </table> | 0 | No data available | 1 | New application | 2 | Amended Permit application | 3 | Combined application |
| 0 | No data available | | | | | | | | |
| 1 | New application | | | | | | | | |
| 2 | Amended Permit application | | | | | | | | |
| 3 | Combined application | | | | | | | | |
| Domain Definitions | <p>New application: Responsible Authority has defined the application to be a new application. If there is an amendment to the application, this field doesn't change, however other details in the application may change.</p> <p>Amended permit: Responsible Authority has defined the application to be an amended application under section 72 of the Planning and Environment Act 1987.</p> <p>Combined application: Responsible Authority has defined the application to be a combined planning scheme amendment and planning permit application under section 96A of the Planning and Environment Act 1987.</p> | | | | | | | | |
| Business Rules | Responsible Authority will determine as part of the process of registering an application whether the application is a new application, an application to amend a permit, or a combined application to amend a planning scheme and an application for a planning permit.. | | | | | | | | |
| Mandatory | Yes (for a decided application - i.e. with an application outcome 1-6) | | | | | | | | |
| For use in | In public report <input type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/> | | | | | | | | |
| Purpose | To determine the incidence of rework on existing permits. | | | | | | | | |
| Notes | <p>For an amended application, the Property Location data element may be used to potentially identify previous applications for the same property although this doesn't provide a definitive relationship between any two planning permit applications.</p> <p>Combined applications are relatively uncommon.</p> | | | | | | | | |

1.4 - Property location

| Property location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|--|--|----------------------------------|------------|-----------|------------|---------------|--|----------|------------|--|--|-------------|--|-------------------------------|-----------|--|--|-----------|--|-------------|--|-----|-----------|------|-----------|--|---------|--|----------|------------|-----------|------------|
| Definition | The primary location of the land subject to the application for a planning permit. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Data Type | <table border="1"> <tr> <td>Street address</td> <td>Number, Street Name, Street Type</td> <td>Character</td> </tr> <tr> <td></td> <td>Locality</td> <td>Character(46)</td> </tr> <tr> <td></td> <td>Postcode</td> <td>Integer(4)</td> </tr> <tr> <td></td> <td>Property Persistent Feature Identifier (PFI)</td> <td>Integer(10)</td> </tr> <tr> <td></td> <td>Council Property Number (CPN)</td> <td>Character</td> </tr> <tr> <td></td> <td>Crown Description (Allotment, Block, Section, and Parish/Township)</td> <td>Character</td> </tr> <tr> <td></td> <td>Lot on Plan</td> <td> <table border="1"> <tr> <td>Lot</td> <td>Character</td> </tr> <tr> <td>Plan</td> <td>Character</td> </tr> </table> </td> </tr> <tr> <td></td> <td>Geocode</td> <td> <table border="1"> <tr> <td>Latitude</td> <td>Decimal(8)</td> </tr> <tr> <td>Longitude</td> <td>Decimal(8)</td> </tr> </table> </td> </tr> </table> | Street address | Number, Street Name, Street Type | Character | | Locality | Character(46) | | Postcode | Integer(4) | | Property Persistent Feature Identifier (PFI) | Integer(10) | | Council Property Number (CPN) | Character | | Crown Description (Allotment, Block, Section, and Parish/Township) | Character | | Lot on Plan | <table border="1"> <tr> <td>Lot</td> <td>Character</td> </tr> <tr> <td>Plan</td> <td>Character</td> </tr> </table> | Lot | Character | Plan | Character | | Geocode | <table border="1"> <tr> <td>Latitude</td> <td>Decimal(8)</td> </tr> <tr> <td>Longitude</td> <td>Decimal(8)</td> </tr> </table> | Latitude | Decimal(8) | Longitude | Decimal(8) |
| Street address | Number, Street Name, Street Type | Character | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Locality | Character(46) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Postcode | Integer(4) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Property Persistent Feature Identifier (PFI) | Integer(10) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Council Property Number (CPN) | Character | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Crown Description (Allotment, Block, Section, and Parish/Township) | Character | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Lot on Plan | <table border="1"> <tr> <td>Lot</td> <td>Character</td> </tr> <tr> <td>Plan</td> <td>Character</td> </tr> </table> | Lot | Character | Plan | Character | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lot | Character | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan | Character | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Geocode | <table border="1"> <tr> <td>Latitude</td> <td>Decimal(8)</td> </tr> <tr> <td>Longitude</td> <td>Decimal(8)</td> </tr> </table> | Latitude | Decimal(8) | Longitude | Decimal(8) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Latitude | Decimal(8) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Longitude | Decimal(8) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Standard | N/A. Applicable standards have been identified as too prescriptive at this stage. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Domain | Undefined | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Domain Definitions | <p>Street address: the street address that would be used to direct a person to the property.</p> <p>Property PFI: Persistent Feature Identifier of the Vicmap Property related property polygon to which the address applies. It remains unchanged for the life of the address record.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business Rules | <p>Six different methods are provided to identify a property (Street address, Property PFI, Crown Description, Council Property Number and Lot on Plan).</p> <p>At least one method must be used to identify the property; the preferred being address. Geocode is the next most desired field</p> <p>If additional information is available, then it should be provided.</p> <p>Property PFI and Council Property Number (+ municipality) are unique identifiers that improve the accuracy for data matching. If one or both of these identifiers are available, then they must be provided.</p> <p>If a street address is used as the identification method, then all fields must be provided (street number/name/type, locality and postcode).</p> <p>The fields street number, name and type) must be concatenated using the space character.</p> <p>The geocode figures are decimal Longitude / Latitude (GDA94 projection) set; both fields must be provided if used as the identification method.</p> <p>The fields in a Crown Description must be concatenated using a space character and should appear in the order specified.</p> <p>If more than one Property location is listed in the Responsible Authority system for this application, then the Responsible Authority must select one to be the property location. The method of selection is not specified.</p> <p>The locality is used to store the town or suburb name. The locality data field may be validated.</p> <p>The postcode is four digits with, no delimiters or spaces. Leading zeros shall be displayed. (AS4590.8.13)</p> <p>The CPN is unique within a municipality. The municipality is assumed to be the same as the Planning Scheme name (as specified in 1.1).</p> <p>Plan must include the plan type as a prefix.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mandatory | Yes, at least one form of property location identification is required. Preferably property address. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose | <p>To allow reporting by location.</p> <p>To uniquely identify the property associated with the Application for a planning permit to allow reporting of applications and permits against a property over time.</p> <p>To validate the data.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes | <p>Address field lengths come from the G-NAF data dictionary, which in turn are based upon AS 4590-1999 (Interchange of client information)</p> <p>The G-NAF data dictionary is available at: http://www.g-naf.com.au/techdocs/data_dictionary.htm</p> <p>Property PFI is defined in the Vicmap Property (Standard) Version 2.01 25/08/2003.</p> <p>A future version of this Data Dictionary MAY provide for separate Crown Description fields.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1.5 - Fees

| Fees | |
|--------------------|--|
| Definition | The amount charged by the Responsible Authority for the processing of an application for a planning permit (does not include advertising and other non statutory or administrative fees) |
| Data Type | Dollar \$0.00 |
| Standard | N/A |
| Domain | Variable |
| Domain definitions | None |
| Business Rules | Statutory application fees as they relate to the permit application only. Does not include advertising and other non-statutory or administrative fees charged by the Responsible Authority. May be "0", if no fee was charged by the Responsible Authority. |
| Mandatory | Yes |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To provide an economic/performance indicator. To enable comparison with application type, complexity, estimated works value etc. to determine if there is any relationship. To determine the net cost of providing a planning service and the proportion of the cost met by government and the community when compared with the cost of providing the service. To rank Responsible Authorities by the level of application for a planning permit revenue and/or cost. |
| Notes | |

1.6 - VicSmart application

| VicSmart application | |
|----------------------|---|
| Definition | The indication by the Responsible Authority on the Application for Planning Permit form on whether or not a the application Is a VicSmart process application |
| Data Type | Integer |
| Standard | N/A |
| Domain | 1 No 2 Yes |
| Domain Definitions | N/A |
| Business Rules | |
| Mandatory | Yes |
| For use in | In public report <input type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To understand the occurrence of VicSmart applications To understand if Responsible Authority efficiency indicators are affected by the VicSmart process initiative |
| Notes | Added in release 7.8 |

1.7 - Pre-application meeting

| Pre application meeting | |
|-------------------------|--|
| Definition | The indication by the applicant on the Application for Planning Permit form of whether or not a pre-application meeting occurred between the applicant and a Responsible Authority officer |
| Data Type | Integer |
| Standard | N/A |
| Domain | 1 No or not indicated on the form by the applicant. 2 Yes |
| Domain Definitions | N/A |
| Business Rules | The applicant's response to the question on the Application for Planning Permit form will be used at all times, even if a Responsible Authority officer does not consider communication with an applicant to have constituted a meeting. |
| Mandatory | Yes |
| For use in | In public report <input type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To understand the occurrence of pre-application meetings. To understand if Responsible Authority efficiency indicators are affected by the holding of pre-application meetings. |
| Notes | To promote consistency in the completion of the Application for Planning Permit form, advice should be provided to applicants about what constitutes a pre-application meeting. Data quality of this field is expected to be average to low as there is no validation by Responsible Authority officers or other means. |

1.8 - Estimated cost of works

| Estimated cost of works | |
|-------------------------|---|
| Definition | The value that the applicant enters onto the Application for Planning Permit form as the amount that will be spent to undertake works directly associated with subject of the planning permit. |
| Data Type | Dollar |
| Standard | N/ |
| Domain | Variable |
| Domain Definitions | N/A |
| Business Rules | <p>As estimated by the applicant and entered onto the Application for Planning Permit form by the applicant. Generally estimated cost of works is used to determine the fee payable.</p> <p>Only works associated with the Application for Planning Permit should be included. Works being undertaken as part of the same project but unrelated to the planning permit should not be included. Responsible Authority staff should not change the value provided by the applicant.</p> <p>Can include "0" where there is no economic value attributable (works will be undertaken by the applicant and will not have an economic cost).</p> <p>Estimated cost of works for amended permit applications under section 72 should be the difference between the original permit and the cost relating to the amendment. Negative values are permitted in this instance.</p> |
| Mandatory | Yes |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | <p>To provide an economic indicator through aggregating estimated cost of works for all projects.</p> <p>To analyse the significance of other variables such as land use or application category.</p> |
| Notes | <p>To promote consistency in the completion of the Application for Planning Permit form, advice should be provided to applicants on what should be included in the cost of works as well as an indication of the desired accuracy of the value.</p> <p>Data quality of this field is expected to be average to low as there is no validation by Responsible Authority officers or other means and the actual value of works can vary widely depending on the outcome of the planning process.</p> |

1.9 - Proposed use or development

| Proposed Use or Development | |
|-----------------------------|---|
| Definition | A textual description of the use, development or other matter for which the permit is required. |
| Data Type | Character (1000) |
| Standard | N/A |
| Domain | Variable |
| Domain Definitions | N/A |
| Business Rules | This is the data provided by the Applicant in answer to the question "For what use, development or other matter do you require a permit?" (question 5 on the new Application form). The data may be subsequently updated by the Responsible Authority to conform to its own standards. |
| Mandatory | Yes |
| For use in | In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/> |
| Purpose | To allow data to be selected and reported based on the working of the description. |
| Notes | <p>Because the vocabulary is not constrained in any way, no assumptions can be made about the data. The usage of this field will vary widely between Responsible Authorities and even between otherwise similar applications within a Responsible Authority.</p> <p>As a result, the use of this field as a selection criteria for any analysis must be undertaken with considerable care. For example, any matching function must consider the plural form of words and related words used to describe a single concept.</p> |

1.10 - Applicant name and address

| Applicant Name and Address | | | | | | | | | | | | | | | | | | | |
|---|---|----------------|------------------|---|-----------------|-------------------|--|----------|--------------|---|---------------|----------|---------------|-------|--------------|---------|---------------|----------|--------------|
| Definition | The primary applicant name, organisation and address details subject to the application for a planning permit. No allowance has been made for PPARs to capture the situation where a consultant or contractor may have been engaged as the contactor for the applicant. | | | | | | | | | | | | | | | | | | |
| Data Type | <table border="1"> <tr> <td>Applicant Name</td> <td>Character (1000)</td> </tr> <tr> <td>Organisation</td> <td>Character (500)</td> </tr> <tr> <td>Applicant Address</td> <td> <table border="1"> <tr> <td>Line One</td> <td>Character</td> </tr> <tr> <td>Unit number, Number, Street Name, Street Type</td> <td>Character</td> </tr> <tr> <td>Locality</td> <td>Character(46)</td> </tr> <tr> <td>State</td> <td>Character(9)</td> </tr> <tr> <td>Country</td> <td>Character(20)</td> </tr> <tr> <td>Postcode</td> <td>Character(9)</td> </tr> </table> </td> </tr> </table> | Applicant Name | Character (1000) | Organisation | Character (500) | Applicant Address | <table border="1"> <tr> <td>Line One</td> <td>Character</td> </tr> <tr> <td>Unit number, Number, Street Name, Street Type</td> <td>Character</td> </tr> <tr> <td>Locality</td> <td>Character(46)</td> </tr> <tr> <td>State</td> <td>Character(9)</td> </tr> <tr> <td>Country</td> <td>Character(20)</td> </tr> <tr> <td>Postcode</td> <td>Character(9)</td> </tr> </table> | Line One | Character | Unit number, Number, Street Name, Street Type | Character | Locality | Character(46) | State | Character(9) | Country | Character(20) | Postcode | Character(9) |
| Applicant Name | Character (1000) | | | | | | | | | | | | | | | | | | |
| Organisation | Character (500) | | | | | | | | | | | | | | | | | | |
| Applicant Address | <table border="1"> <tr> <td>Line One</td> <td>Character</td> </tr> <tr> <td>Unit number, Number, Street Name, Street Type</td> <td>Character</td> </tr> <tr> <td>Locality</td> <td>Character(46)</td> </tr> <tr> <td>State</td> <td>Character(9)</td> </tr> <tr> <td>Country</td> <td>Character(20)</td> </tr> <tr> <td>Postcode</td> <td>Character(9)</td> </tr> </table> | Line One | Character | Unit number, Number, Street Name, Street Type | Character | Locality | Character(46) | State | Character(9) | Country | Character(20) | Postcode | Character(9) | | | | | | |
| Line One | Character | | | | | | | | | | | | | | | | | | |
| Unit number, Number, Street Name, Street Type | Character | | | | | | | | | | | | | | | | | | |
| Locality | Character(46) | | | | | | | | | | | | | | | | | | |
| State | Character(9) | | | | | | | | | | | | | | | | | | |
| Country | Character(20) | | | | | | | | | | | | | | | | | | |
| Postcode | Character(9) | | | | | | | | | | | | | | | | | | |
| Standard | Applicable standards have been identified as two prescriptive at this stage. | | | | | | | | | | | | | | | | | | |
| Domain | Undefined | | | | | | | | | | | | | | | | | | |
| Domain Definitions | Applicant name can be either a person or organisation. Street address used to communicate with Applicant. | | | | | | | | | | | | | | | | | | |
| Business Rules | Name, organisation and address of the applicant. | | | | | | | | | | | | | | | | | | |
| Mandatory | Yes, both the name and address of the applicant are required. | | | | | | | | | | | | | | | | | | |
| For use in | In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Purpose | To allow grouping by owner or applicant. | | | | | | | | | | | | | | | | | | |
| Notes | <p>Added in release 7.7</p> <p>Future version of PPARs may include contact details.</p> <p>Applicant Address Line One is used where (1) the applicant address is for a post office box. In this case, Number, Street Name, Street Type may be omitted; or for the use of (2) a more complex address, in which case it is used in conjunction with Number, Street Name, Street Type.</p> <p>Examples:</p> <p>(1) PO Box 500 / East Melbourne / 3002 / Vic</p> <p>(2) Suite 6, Level 17 / 570 / Bourke / Street / Melbourne / 300 / Vic</p> <p>Addition of 'Country', and alterations to field types for 'State' and 'Postcode' in release 7.8 to accommodate international addresses</p> | | | | | | | | | | | | | | | | | | |

2 - Processing Details

2.1 - Date application received

| Date application received | |
|---------------------------|--|
| Definition | The date that an application for a planning permit is formally received by a Responsible Authority, which is taken as the date that the application form is physically date stamped as received by the Responsible Authority. This date may be different to the date that the application data is entered into a planning system. |
| Data Type | Date |
| Standard | ISO 8601-2003 |
| Domain | YYYY-MM-DD and the XML/Schema type xs:date |
| Domain Definitions | |
| Business Rules | If system date is used for date application received, the system date needs to be overwritten with the date the application is received the date application received is different to system date. |
| Mandatory | Yes |
| For use in | In public report <input type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To identify the commencement of the processing of an application. To calculate, in association with other variables, efficiency of Responsible Authority performance in processing applications, for example, gross processing time being the number of days from receipt of an application to the date of the Responsible Authority outcome. |
| Notes | Most responsible authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process. |

2.2 - Estimated assessment effort

| Estimated assessment effort | | | | | | | | | |
|-----------------------------|---|---|-------------------|---|--|---|--|---|--|
| Definition | An assessment by a planning officer for the Responsible Authority of the number of Responsible Authority days that will be/were required to process an application for a planning permit. | | | | | | | | |
| Data Type | Integer | | | | | | | | |
| Standard | N/A | | | | | | | | |
| Domain | <table border="1"> <tr> <td>0</td> <td>No data available</td> </tr> <tr> <td>1</td> <td>Simple - Estimated less than 1 person day effort required to process the application</td> </tr> <tr> <td>2</td> <td>Average - Estimated 2 - 5 person days effort required to process the application</td> </tr> <tr> <td>3</td> <td>Complex - Estimated more than 5 person days effort required to process the application</td> </tr> </table> | 0 | No data available | 1 | Simple - Estimated less than 1 person day effort required to process the application | 2 | Average - Estimated 2 - 5 person days effort required to process the application | 3 | Complex - Estimated more than 5 person days effort required to process the application |
| 0 | No data available | | | | | | | | |
| 1 | Simple - Estimated less than 1 person day effort required to process the application | | | | | | | | |
| 2 | Average - Estimated 2 - 5 person days effort required to process the application | | | | | | | | |
| 3 | Complex - Estimated more than 5 person days effort required to process the application | | | | | | | | |
| Domain Definition | | | | | | | | | |
| Business Rules | <p>Estimated time to process the application is total working time for all Responsible Authority staff. The estimate can be amended during the processing of the application.</p> <p>Does not include time waiting for responses, or internal referrals.</p> <p>A person day is defined as eight hours of effort, for example, one person spending eight hours or two people spending four hours each working on the application.</p> | | | | | | | | |
| Mandatory | Yes (for a decided application - i.e. with an application outcome 1-6) | | | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input checked="" type="checkbox"/> Data management <input type="checkbox"/> | | | | | | | | |
| Purpose | <p>To provide a measure for complexity of applications.</p> <p>To assist in assessing the efficiency of Responsible Authority performance by understanding the mix of applications before Responsible Authority.</p> <p>To assess changes in the mixture of applications before Responsible Authority over time.</p> | | | | | | | | |
| Notes | <p>The domain categories need to be confirmed in consultation with Responsible Authorities.</p> <p>Data quality of this field is expected to be a good estimate, refined over time but not an exact measure.</p> <p>In most cases, one person day will be split over more than one elapsed days. For example, if a planning officer spend two hours on Monday, Tuesday, Thursday and Friday working on an application, and no one else was involved, then there would be a total of eight hours which would be encoded as "1" – less than 1 person day.</p> | | | | | | | | |

2.3 - Further information requested

| Further information requested | | | | | | | |
|-------------------------------|---|---|--|---|----|---|-----|
| Definition | Whether during the processing of an application, the Responsible Authority requested that the applicant provide further information to clarify or add to information provided in the Application for Planning Permit form. | | | | | | |
| Data Type | Integer | | | | | | |
| Standard | N/A | | | | | | |
| Domain | <table border="0"> <tr> <td>0</td> <td>Not yet determined (not valid for a completed application)</td> </tr> <tr> <td>1</td> <td>No</td> </tr> <tr> <td>2</td> <td>Yes</td> </tr> </table> | 0 | Not yet determined (not valid for a completed application) | 1 | No | 2 | Yes |
| 0 | Not yet determined (not valid for a completed application) | | | | | | |
| 1 | No | | | | | | |
| 2 | Yes | | | | | | |
| Domain definitions | | | | | | | |
| Business Rules | Responsible Authority to indicate whether further information was requested from the applicant. | | | | | | |
| Mandatory | Yes (for a decided application - i.e. with an application outcome 1-6) | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> | | | | | | |
| Purpose | <p>To determine the level of completeness of applications for a planning permit. Could be used to determine whether further education of applicants is required to reduce the incidence of incomplete applications.</p> <p>To determine whether requesting further information impacted on the gross processing time of the planning process.</p> | | | | | | |
| Notes | This field is sometimes determined based on workflow data. | | | | | | |

2.4 - Public notice

| Public notice | | | | | | | |
|--------------------|--|---|--|---|----|---|-----|
| Definition | Advice of the existence of an application for planning permit, in any form, provided by Responsible Authority to the owners of adjacent land or other party. | | | | | | |
| Data Type | Integer | | | | | | |
| Standard | N/A | | | | | | |
| Domain | <table border="1"> <tr> <td>0</td> <td>Not yet determined (not valid for a completed application)</td> </tr> <tr> <td>1</td> <td>No</td> </tr> <tr> <td>2</td> <td>Yes</td> </tr> </table> | 0 | Not yet determined (not valid for a completed application) | 1 | No | 2 | Yes |
| 0 | Not yet determined (not valid for a completed application) | | | | | | |
| 1 | No | | | | | | |
| 2 | Yes | | | | | | |
| Domain definitions | | | | | | | |
| Business Rules | Responsible Authority to indicate if advertising, signage, letters or any other form of public notice was undertaken for the application. | | | | | | |
| Mandatory | Yes (for a decided application - i.e. with an application outcome 1-6) | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> | | | | | | |
| Purpose | To determine the extent of the use of public notice and impact of public notice processes on processing times. | | | | | | |
| Notes | This field is sometimes determined based on workflow data. | | | | | | |

2.5 - Referral issued

| Referral issued | |
|--------------------|--|
| Definition | Whether or not the application was referred (under section 55) to one or more external agencies. |
| Data Type | Integer |
| Standard | N/A |
| Domain | 0 Not yet determined (not valid for a completed application) 1 No 2 Yes |
| Domain definitions | |
| Business Rules | Responsible Authority to indicate whether the application was referred to an external agency under section 55 of the Planning and Environment Act 1987. Referrals for information must not be included. Internal referrals within a Responsible Authority must not be shown as a referral. |
| Mandatory | Yes (for a decided application - i.e. with an application outcome 1-6) |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To determine the extent of referrals to external agencies and the impact of referrals on processing times. |
| Notes | This field is sometimes determined based on workflow data. |

2.6 - Submissions

| Objections | |
|--------------------|--|
| Definition | The number of written submissions received from third parties for an application for a planning permit. |
| Data Type | Integer |
| Standard | N/A |
| Domain | 0+ or blank if no data available |
| Domain definitions | |
| Business Rules | An objection must be received in writing. The number of objections to be counted and the total provided. A "0" value can be included where it is known that no objections have been received but the data element should be left blank if no data is available |
| Mandatory | Yes |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To determine the extent and magnitude of objections to and/or support for applications by third parties. To identify any relationship between the number of submissions, gross processing time and Responsible Authority workload. |
| Notes | "0" should be specified only if it is known that no submissions were received. No value should be provided if no information is available. This may be an approximate number of submissions if the data is not electronically captured by Responsible Authority. This was changed in version 7.8 from Objections to more accurately reflect the data this field was collecting from Councils |

2.7 - Sixty day time frame

| Sixty day time frame | |
|----------------------|--|
| Definition | Responsible Authority opinion on whether a decision on an application for a planning permit occurred within the 60 day time frame. |
| Data Type | Integer |
| Standard | N/A |
| Domain | 0 Not yet determined (not valid for a completed application, unless the "Application type" is "Combined".) |
| | 1 No (greater than 60 days) |
| | 2 Yes (less than or equal to 60 days) |
| Domain definitions | |
| Business Rules | Where a decision is made, Responsible Authority to indicate whether in its opinion the application was processed within the statutory time requirement or not. A section 96 combined application has no statutory time frame so a code of "0" should be used. |
| Mandatory | Yes (for a completed application) |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To assess the calculations of processing times for permit applications by Responsible Authority to identify trends in efficiency indicators. |
| Notes | This field is sometimes determined based on workflow and clock calculation data. The value of "60" should be recorded as a parameter. |

2.8 - VicSmart time frame

| VicSmart time frame | |
|---------------------|--|
| Definition | Responsible Authority opinion on whether a decision on an application for a planning permit occurred within the 10 day time frame for VicSmart Applications. |
| Data Type | Integer |
| Standard | N/A |
| Domain | 0 Not yet determined (not valid for a completed application where the answer is "Yes" to VicSmart Field (1.8)) |
| | 1 No (greater than 10 days) |
| | 2 Yes (less than or equal to 10 days) |
| Domain definitions | |
| Business Rules | Where a decision is made, Responsible Authority to indicate whether in its opinion the application was processed within the designated time period or not. |
| Mandatory | Yes (for a completed application that has a "yes" in the VicSmart field (1.8)) |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To assess the calculations of processing times for permit applications by Responsible Authority to identify trends in efficiency indicators. |
| Notes | This field is sometimes determined based on workflow and clock calculation data. The value of "10" should be recorded as a parameter. |

2.9 - Cultural Heritage Management Plan

| Cultural Heritage Management Plan | |
|-----------------------------------|--|
| Definition | Whether a cultural heritage management plan was required. |
| Data Type | Integer |
| Standard | N/A |
| Domain | 0 Not yet determined (not valid for a completed application) |
| | 1 No |
| | 2 Yes |
| Domain definitions | |
| Business Rules | Where a Cultural Heritage Management Plan is required for the application to be processed. |
| Mandatory | Yes - for a decided application |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To ensure permits are not issued when a Cultural Heritage Management Plan is required but not provided. |
| Notes | This field is sometimes determined based on workflow data. Added in release 7.7 |

2.10 - Cultural Heritage Management Plan date provided

| Cultural Heritage Management Plan Date Provided | |
|---|--|
| Definition | Date of the Cultural heritage Management plan. |
| Data Type | Date |
| Standard | ISO 8601-2003 |
| Domain | YYYY-MM-DD and the XML/Schema type xs:date |
| Domain Definitions | |
| Business Rules | Where the Cultural Heritage management plan is required the date on which it is supplied. |
| Mandatory | No |
| For use in | In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/> |
| Purpose | To ensure permits are not issued when a Cultural Heritage Management Plan is required but not provided. |
| Notes | <p>Most responsible authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process.</p> <p>Added in release 7.7</p> <p>A cultural Heritage Management plan may be required but not applied for by the applicant if the application has been withdrawn by the applicant.</p> |

3 - Application Categories

3.1 - Application categories

| Application categories | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|--|---|--|---|----------------------------|---|---|---|---|---|---|---|---------------------------|---|-----------------|---|------------|---|------------|----|----------------|---|--|----|------------|----|---------------------------|----|--------------------------|----|---------------|----|------------|----|------------|----|---------------------|----|-----------------------|----|--|----|-----------------------------------|----|---------------------------------------|----|----------------|----|--------------------------------|----|---------|----|-----------------------------|----|-------|
| Definition | The categories for which an application for a planning permit is required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Data Type | A list of Integers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Domain | <table border="1"> <tbody> <tr><td>0</td><td>Not yet determined (not valid for a completed application)</td></tr> <tr><td>1</td><td>Change or extension of use</td></tr> <tr><td>2</td><td>Alterations to a building structure or dwelling</td></tr> <tr><td>3</td><td>Extension to an existing dwelling or structure associated with a dwelling</td></tr> <tr><td>4</td><td>Extension to existing building or structure (other than dwelling)</td></tr> <tr><td>5</td><td>One or more new buildings</td></tr> <tr><td>6</td><td>Single dwelling</td></tr> <tr><td>7</td><td>NOT IN USE</td></tr> <tr><td>8</td><td>NOT IN USE</td></tr> <tr><td>25</td><td>Multi-dwelling</td></tr> <tr><td>9</td><td>Other buildings and works (including septic tanks, dams, earthworks)</td></tr> <tr><td>10</td><td>Demolition</td></tr> <tr><td>11</td><td>Native vegetation removal</td></tr> <tr><td>12</td><td>Other vegetation removal</td></tr> <tr><td>13</td><td>Consolidation</td></tr> <tr><td>14</td><td>NOT IN USE</td></tr> <tr><td>15</td><td>NOT IN USE</td></tr> <tr><td>26</td><td>Subdivision of land</td></tr> <tr><td>16</td><td>Subdivision buildings</td></tr> <tr><td>17</td><td>Subdivision - Change to easement and/or restrictions</td></tr> <tr><td>18</td><td>Subdivision - Removal of covenant</td></tr> <tr><td>24</td><td>Subdivision – Realignment of boundary</td></tr> <tr><td>19</td><td>Liquor License</td></tr> <tr><td>20</td><td>Waiving of parking requirement</td></tr> <tr><td>21</td><td>Signage</td></tr> <tr><td>22</td><td>Telecommunications Facility</td></tr> <tr><td>23</td><td>Other</td></tr> </tbody> </table> | 0 | Not yet determined (not valid for a completed application) | 1 | Change or extension of use | 2 | Alterations to a building structure or dwelling | 3 | Extension to an existing dwelling or structure associated with a dwelling | 4 | Extension to existing building or structure (other than dwelling) | 5 | One or more new buildings | 6 | Single dwelling | 7 | NOT IN USE | 8 | NOT IN USE | 25 | Multi-dwelling | 9 | Other buildings and works (including septic tanks, dams, earthworks) | 10 | Demolition | 11 | Native vegetation removal | 12 | Other vegetation removal | 13 | Consolidation | 14 | NOT IN USE | 15 | NOT IN USE | 26 | Subdivision of land | 16 | Subdivision buildings | 17 | Subdivision - Change to easement and/or restrictions | 18 | Subdivision - Removal of covenant | 24 | Subdivision – Realignment of boundary | 19 | Liquor License | 20 | Waiving of parking requirement | 21 | Signage | 22 | Telecommunications Facility | 23 | Other |
| 0 | Not yet determined (not valid for a completed application) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Change or extension of use | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Alterations to a building structure or dwelling | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Extension to an existing dwelling or structure associated with a dwelling | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Extension to existing building or structure (other than dwelling) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | One or more new buildings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Single dwelling | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | NOT IN USE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | NOT IN USE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | Multi-dwelling | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Other buildings and works (including septic tanks, dams, earthworks) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Demolition | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Native vegetation removal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Other vegetation removal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Consolidation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | NOT IN USE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | NOT IN USE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | Subdivision of land | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Subdivision buildings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Subdivision - Change to easement and/or restrictions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Subdivision - Removal of covenant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | Subdivision – Realignment of boundary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Liquor License | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Waiving of parking requirement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | Signage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | Telecommunications Facility | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Domain definitions | See Appendix: Glossary of terms | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business Rules | <p>A category should be selected for each reason a permit is required.</p> <p>Multiple application categories are allowed and expected in many cases.</p> <p>The "Other" category applies to specific types of application as categorised by the planning schemes. "Other" may be selected when multiple categories are selected.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mandatory | Yes (for a decided application - i.e. with an application outcome 1-6) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose | To analyse the efficiency and effectiveness of the planning process and provide an understanding of planning activity. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes | <p>Data quality of this field is expected to be reasonable but not perfect. Domains 6 & 25 are mutually exclusive categories. The "other" category can be used when the reason for an application for a planning permit is defined as other in the planning scheme definition.</p> <p>Implementations of this data element may use the list above, map from an existing list of categories, or some combination of both (i.e. two lists) In any case, the data in the Return must be a list of numbers taken from the categories specified above.</p> <p>Domains 8 and 15 were removed from use in release 7.8; ideally these would have been deleted and the list renumbered, however clean integration of this with data in the older data set prohibits this</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

3.2 - Current land use

| Current land use | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|--|---|--|---|-------------|---|-------------------------|---|------------------------|---|----------------------|---|--------|---|-------------------|---|-----------------------------|---|-----------------|---|--------|----|----------------|----|------------|----|------------------|----|--------------------|----|------------------------|----|--------------------|----|----------------------|----|-----------|
| Definition | The current activity undertaken on the land that is the subject of the application for a planning permit. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Data Type | Integer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Standard | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Domain | <table border="1"> <tbody> <tr><td>0</td><td>Not yet determined (not valid for a completed application)</td></tr> <tr><td>1</td><td>Agriculture</td></tr> <tr><td>2</td><td>Food and drink premises</td></tr> <tr><td>3</td><td>Industry and warehouse</td></tr> <tr><td>4</td><td>Leisure & recreation</td></tr> <tr><td>5</td><td>Office</td></tr> <tr><td>6</td><td>Place of assembly</td></tr> <tr><td>7</td><td>Residential / Accommodation</td></tr> <tr><td>8</td><td>Retail Premises</td></tr> <tr><td>9</td><td>Vacant</td></tr> <tr><td>10</td><td>Other land use</td></tr> <tr><td>11</td><td>Child Care</td></tr> <tr><td>12</td><td>Education Centre</td></tr> <tr><td>13</td><td>Mineral Extraction</td></tr> <tr><td>14</td><td>Pleasure Boat Facility</td></tr> <tr><td>15</td><td>Transport Terminal</td></tr> <tr><td>16</td><td>Utility Installation</td></tr> <tr><td>17</td><td>Mixed Use</td></tr> </tbody> </table> | 0 | Not yet determined (not valid for a completed application) | 1 | Agriculture | 2 | Food and drink premises | 3 | Industry and warehouse | 4 | Leisure & recreation | 5 | Office | 6 | Place of assembly | 7 | Residential / Accommodation | 8 | Retail Premises | 9 | Vacant | 10 | Other land use | 11 | Child Care | 12 | Education Centre | 13 | Mineral Extraction | 14 | Pleasure Boat Facility | 15 | Transport Terminal | 16 | Utility Installation | 17 | Mixed Use |
| 0 | Not yet determined (not valid for a completed application) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Agriculture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Food and drink premises | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Industry and warehouse | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Leisure & recreation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Office | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Place of assembly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Residential / Accommodation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Retail Premises | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Vacant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Other land use | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Child Care | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Education Centre | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Mineral Extraction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Pleasure Boat Facility | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Transport Terminal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Utility Installation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Mixed Use | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Domain definitions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business Rules | Main use of the land as defined by the Responsible Authority. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mandatory | Yes (for a decided application - i.e. with an application outcome 1-6) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose | To understand trends in applications for planning permit by land use. To compare land use with other variables to identify relationships and trends. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes | Need to provide mapping to enable look up for categories. Land use sub-categories will need to be defined to enable categorisation and advice provided to Responsible Authorities to improve consistency of categorisation. The changes to the data values reflect more accurately to the nested diagrams within VPP clause 75. Codes 11-17 added in release 7.7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

3.3 - Proposed land use

| Proposed land use | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|--|---|--|---|-------------|---|-------------------------|---|------------------------|---|----------------------|---|--------|---|-------------------|---|-----------------------------|---|-----------------|---|--------|----|----------------|----|------------|----|------------------|----|--------------------|----|------------------------|----|--------------------|----|----------------------|----|-----------|
| Definition | The purpose for which the land is proposed to be used should the planning permit be granted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Data Type | Integer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Standard | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Domain | <table border="1"> <tbody> <tr><td>0</td><td>Not yet determined (not valid for a completed application)</td></tr> <tr><td>1</td><td>Agriculture</td></tr> <tr><td>2</td><td>Food and drink premises</td></tr> <tr><td>3</td><td>Industry and warehouse</td></tr> <tr><td>4</td><td>Leisure & recreation</td></tr> <tr><td>5</td><td>Office</td></tr> <tr><td>6</td><td>Place of assembly</td></tr> <tr><td>7</td><td>Residential / Accommodation</td></tr> <tr><td>8</td><td>Retail Premises</td></tr> <tr><td>9</td><td>Vacant</td></tr> <tr><td>10</td><td>Other land use</td></tr> <tr><td>11</td><td>Child Care</td></tr> <tr><td>12</td><td>Education Centre</td></tr> <tr><td>13</td><td>Mineral Extraction</td></tr> <tr><td>14</td><td>Pleasure Boat Facility</td></tr> <tr><td>15</td><td>Transport Terminal</td></tr> <tr><td>16</td><td>Utility Installation</td></tr> <tr><td>17</td><td>Mixed Use</td></tr> </tbody> </table> | 0 | Not yet determined (not valid for a completed application) | 1 | Agriculture | 2 | Food and drink premises | 3 | Industry and warehouse | 4 | Leisure & recreation | 5 | Office | 6 | Place of assembly | 7 | Residential / Accommodation | 8 | Retail Premises | 9 | Vacant | 10 | Other land use | 11 | Child Care | 12 | Education Centre | 13 | Mineral Extraction | 14 | Pleasure Boat Facility | 15 | Transport Terminal | 16 | Utility Installation | 17 | Mixed Use |
| 0 | Not yet determined (not valid for a completed application) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Agriculture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Food and drink premises | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Industry and warehouse | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Leisure & recreation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Office | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Place of assembly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Residential / Accommodation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Retail Premises | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Vacant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Other land use | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Child Care | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Education Centre | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Mineral Extraction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Pleasure Boat Facility | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Transport Terminal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Utility Installation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Mixed Use | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Domain definitions | To be completed – need to give sub categories for each category. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business Rules | Proposed land use of land as defined by Responsible Authority. The Proposed land use must be the same as the Current land use unless an Application category (3.1) of “Change or extension of use” has been specified. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mandatory | Yes (for a decided application - i.e. with an application outcome 1-6) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose | To enable changes in land use to be mapped. To enable analysis of the efficiency and/or effectiveness of the Responsible Authority. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes | Need to provide mapping to enable look up for categories. Land use sub-categories will need to be defined to enable categorisation and advice provided to Responsible Authorities to improve consistency of categorisation. The changes to the data values reflect more accurately to the nested diagrams within VPP clause 75. Codes 11-17 added in release 7.7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

3.4 - Number of new dwellings (yield)

| Number of New Dwellings (Yield) | |
|---------------------------------|--|
| Definition | The number of new dwellings (yield) that would be created as a result of a planning permit. Eg, if an application is to demolish an existing building and construct 3 new dwellings, then the yield is 2 new dwellings. |
| Data Type | Integer |
| Standard | N/A |
| Domain | Signed integer |
| Domain definitions | |
| Business Rules | If Application Categories 6 or 25 are selected, then the net number of dwellings (yield) needs to be completed. |
| Mandatory | Yes – If application categories 6 or 25 are selected. |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/> |
| Purpose | To report to the Minister on the net increase or decrease of housing stock across the state. |
| Notes | Added in release 7.7 A negative interger is allowed for this field |

3.5 - Number of lots (yield)

| Number of lots (yield) | |
|------------------------|--|
| Definition | The number of lots (yield) that would be created as a result of a planning permit. Eg, if an application is to consolidate 2 lots and divide into 5 differing lots, then the yield is 3 new lots. |
| Data Type | Integer |
| Standard | N/A |
| Domain | Signed integer |
| Domain definitions | |
| Business Rules | If Application Categories 13, 16 or 26 are selected, then the net number of lots (yield) needs to be completed. |
| Mandatory | Yes – If application categories 13, 16 or 26 are selected. |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/> |
| Purpose | To report to the Minister on the net increase or decrease of allotted land across the state. |
| Notes | Added in release 7.8 This field can accept a negative integer |

4 - Application Outcome

4.1 - Responsible Authority outcome

| Responsible Authority outcome | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|---|---|-------------|---|--|---|--|---|--|---|--|---|---|---|---|---|--------------------|---|-----------|---|--------|----|----------------------|
| Definition | The decision of Responsible Authority on an application for a planning permit and whether this outcome was from Responsible Authority, or Responsible Authority officers by instrument of delegation pursuant to Section 98 of the Local Government Act 1989. Also includes other actions that lead to the completion of processing of an application such as withdrawal by the applicant or lapsing. | | | | | | | | | | | | | | | | | | | | | | |
| Data Type | Integer | | | | | | | | | | | | | | | | | | | | | | |
| Standard | N/A | | | | | | | | | | | | | | | | | | | | | | |
| Domain | <table border="1"> <tbody> <tr> <td>0</td> <td>In progress</td> </tr> <tr> <td>1</td> <td>Permit issued by a delegate of the Responsible Authority</td> </tr> <tr> <td>2</td> <td>Permit issued by the Responsible Authority</td> </tr> <tr> <td>3</td> <td>Notice of Decision issued by a delegate of the Responsible Authority</td> </tr> <tr> <td>4</td> <td>Notice of Decision issued by the Responsible Authority</td> </tr> <tr> <td>5</td> <td>Refusal issued by a delegate of the Responsible Authority</td> </tr> <tr> <td>6</td> <td>Refusal issued by the Responsible Authority</td> </tr> <tr> <td>7</td> <td>No permit required</td> </tr> <tr> <td>8</td> <td>Withdrawn</td> </tr> <tr> <td>9</td> <td>Lapsed</td> </tr> <tr> <td>10</td> <td>Failure to determine</td> </tr> </tbody> </table> | 0 | In progress | 1 | Permit issued by a delegate of the Responsible Authority | 2 | Permit issued by the Responsible Authority | 3 | Notice of Decision issued by a delegate of the Responsible Authority | 4 | Notice of Decision issued by the Responsible Authority | 5 | Refusal issued by a delegate of the Responsible Authority | 6 | Refusal issued by the Responsible Authority | 7 | No permit required | 8 | Withdrawn | 9 | Lapsed | 10 | Failure to determine |
| 0 | In progress | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Permit issued by a delegate of the Responsible Authority | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Permit issued by the Responsible Authority | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Notice of Decision issued by a delegate of the Responsible Authority | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Notice of Decision issued by the Responsible Authority | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Refusal issued by a delegate of the Responsible Authority | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Refusal issued by the Responsible Authority | | | | | | | | | | | | | | | | | | | | | | |
| 7 | No permit required | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Withdrawn | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Lapsed | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Failure to determine | | | | | | | | | | | | | | | | | | | | | | |
| Domain definitions | See Appendix: "Glossary of Terms" | | | | | | | | | | | | | | | | | | | | | | |
| Business Rules | <p>Planning Committees are generally councillors, CEOs, Planning Managers etc. Permits, NOD's and Refusals can be determined under delegation or by council committee. Therefore each authority is distinguished by the outcome types 3-6.</p> <p>Sub committees are included as the Responsible Authority.</p> <p>An application called-in by the Minister should be shown as 'Withdrawn' (8) by Council.</p> <p>A 'Cancelled' Application should be coded as 'No Permit Required' (7).</p> <p>A 'Prohibited Use' outcome should be mapped as 'No Permit Required' (7).</p> | | | | | | | | | | | | | | | | | | | | | | |
| Mandatory | Yes | | | | | | | | | | | | | | | | | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | |
| Purpose | <p>To analyse variables such as processing time or type of application by the outcome category.</p> <p>To identify the proportion of successful and unsuccessful applications.</p> <p>To analyse effectiveness indicators when combined with VCAT outcomes.</p> | | | | | | | | | | | | | | | | | | | | | | |
| Notes | In the codes above, "issued" refers to either "issued" or "amended" / "to amend a permit". | | | | | | | | | | | | | | | | | | | | | | |

4.2 - Date of Responsible Authority outcome

| Date of Responsible Authority outcome | |
|---------------------------------------|--|
| Definition | The date that the Responsible Authority outcome was issued to the applicant. |
| Data Type | Date |
| Standard | ISO 8601-2003 and the XML/Schema type xs:date |
| Domain | YYYY-MM-DD, omitted if the outcome is "In progress" (blank is not valid for a completed application) |
| Domain definitions | |
| Business Rules | This is normally the date that appears on the copy of the Notice of Determination or the letter advising that the application has been refused. |
| Mandatory | Yes for a completed application (i.e. where the Domain for Responsible Authority Outcome is any other Domain than "In Progress") |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To calculate gross processing time the application is with the Responsible Authority (date of outcome less date application registered). |
| Notes | Most Responsible Authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process. |

4.3 - VCAT reference number

| VCAT reference number | |
|-----------------------|---|
| Definition | The unique identifiers assigned by VCAT to applications to appeal against a planning permit decision or processing period |
| Data Type | Multiple instances of Character |
| Standard | N/A |
| Domain | Valid VCAT reference number(s), or blank if no appeal. |
| Domain definitions | |
| Business Rules | Assigned by VCAT and supplied to Responsible Authorities on the notice of appeal. The VCAT reference number for each appeal must be specified and is unique. A section 96 combined application has no provision for VCAT appeals. |
| Mandatory | Yes if the application has been appealed to VCAT |
| For use in | In public report <input type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input checked="" type="checkbox"/> |
| Purpose | To enable planning permit activity data to be cross referenced with VCAT data. |
| Notes | This data element may appear multiple times. |

4.4 - VCAT lodgement date

| VCAT lodgement date | |
|---------------------|--|
| Definition | The date that the appeal is made to VCAT by the applicant. |
| Data Type | Date |
| Standard | ISO8601 and the XML/Schema type xs:date |
| Domain | YYYY-MM-DD, or omitted if no appeal |
| Domain definitions | |
| Business Rules | Date of the appeal lodged at VCAT by the applicant. If there are multiple requests to review a planning permit application, VCAT considers all appeals at the same time and makes one decision. A section 96 combined application has no provision for VCAT appeals. |
| Mandatory | Yes if an appeal has been made to VCAT. |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To calculate any time-based information regarding VCAT outcome for the report. To identify completion of the appeal process. |
| Notes | Most Responsible Authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process. Added in release 7.7 |

4.5 - VCAT grounds for appeal

| VCAT grounds for appeal | |
|-------------------------|---|
| Definition | The sections of the Planning and Environment Act under which the appeal to VCAT is made. |
| Data Type | A list of Integers |
| Domain | 0 Not yet determined (not valid for a completed appeal) |
| | 1 Section 77 |
| | 2 Section 79 |
| | 3 Section 80 |
| | 4 Section 82 |
| Domain definitions | See Appendix: Glossary of Terms |
| Business Rules | A ground should be selected for each reason the Appeal is lodged with VCAT. Multiple grounds are allowed. |
| Mandatory | Yes if an appeal has been made to VCAT. |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To analyse the efficiency and effectiveness of the planning process, with the expansion into VCAT process, and provide an understanding of planning activity. |
| Notes | Added in release 7.8 |

4.6 - VCAT outcome

| VCAT outcome | | | | | | | | | | | | | | | |
|--------------------|--|---|-----------|---|-------------|---|----------|---|--------|---|-----------|---|----------------------|---|-------|
| Definition | The decision of VCAT to an appeal against an outcome or processing time of an application for a planning permit. | | | | | | | | | | | | | | |
| Data Type | Integer | | | | | | | | | | | | | | |
| Standard | N/A | | | | | | | | | | | | | | |
| Domain | <table border="0"> <tr> <td>0</td> <td>No appeal</td> </tr> <tr> <td>1</td> <td>In progress</td> </tr> <tr> <td>2</td> <td>Affirmed</td> </tr> <tr> <td>3</td> <td>Varied</td> </tr> <tr> <td>4</td> <td>Set Aside</td> </tr> <tr> <td>5</td> <td>Withdrawn/Struck Out</td> </tr> <tr> <td>6</td> <td>Remit</td> </tr> </table> | 0 | No appeal | 1 | In progress | 2 | Affirmed | 3 | Varied | 4 | Set Aside | 5 | Withdrawn/Struck Out | 6 | Remit |
| 0 | No appeal | | | | | | | | | | | | | | |
| 1 | In progress | | | | | | | | | | | | | | |
| 2 | Affirmed | | | | | | | | | | | | | | |
| 3 | Varied | | | | | | | | | | | | | | |
| 4 | Set Aside | | | | | | | | | | | | | | |
| 5 | Withdrawn/Struck Out | | | | | | | | | | | | | | |
| 6 | Remit | | | | | | | | | | | | | | |
| Domain definitions | See Appendix: Glossary of Terms | | | | | | | | | | | | | | |
| Business Rules | <p>The selection of the "In progress" field indicates that an appeal to VCAT has been made but no decision has yet been made.</p> <p>If there are multiple requests to review a planning permit application, VCAT considers all appeals at the same time and makes one decision.</p> <p>A section 96 combined application has no provision for VCAT appeals.</p> | | | | | | | | | | | | | | |
| Mandatory | Yes if the application has been appealed to VCAT. | | | | | | | | | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> | | | | | | | | | | | | | | |
| Purpose | To analyse the effectiveness of the planning permit application process. | | | | | | | | | | | | | | |
| Notes | These outcomes are those used by VCAT themselves, and are the ones communicated to Council upon completion of the appeal. | | | | | | | | | | | | | | |

4.7 - VCAT outcome date

| VCAT decision date | |
|--------------------|---|
| Definition | The date that the outcome of the VCAT appeal process is advised to the applicant by the Responsible Authority. |
| Data Type | Date |
| Standard | ISO8601 and the XML/Schema type xs:date |
| Domain | YYYY-MM-DD, or omitted if no appeal |
| Domain definitions | |
| Business Rules | Date of the issue of the permit or letter advising that a permit has not been granted. If there are multiple requests to review a planning permit application, VCAT considers all appeals at the same time and makes one decision. A section 96 combined application has no provision for VCAT appeals. |
| Mandatory | Yes if an appeal has been made to VCAT and the permit, or letter of refusal, has been issued by the Responsible Authority. |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To calculate any time-based information regarding VCAT outcome for the report. To identify completion of the appeal process. |
| Notes | Most Responsible Authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process. It is possible that this field will be blank even if a VCAT determination has been made as there may be a delay between receipt of the determination by the Responsible Authority and issuing appropriate correspondence to the applicant. |

4.8 - Final outcome

| Final outcome | | | | | | | | | |
|--------------------|--|---|-------------------|---|--|---|--|---|------------------|
| Definition | This is the final result of the application. | | | | | | | | |
| Data Type | Integer | | | | | | | | |
| Standard | N/A | | | | | | | | |
| Domain | <table border="1"> <tr> <td>0</td> <td>No yet determined</td> </tr> <tr> <td>1</td> <td>Permit issued by a delegate of the Responsible Authority</td> </tr> <tr> <td>2</td> <td>Permit issued by the Responsible Authority</td> </tr> <tr> <td>3</td> <td>No permit issued</td> </tr> </table> | 0 | No yet determined | 1 | Permit issued by a delegate of the Responsible Authority | 2 | Permit issued by the Responsible Authority | 3 | No permit issued |
| 0 | No yet determined | | | | | | | | |
| 1 | Permit issued by a delegate of the Responsible Authority | | | | | | | | |
| 2 | Permit issued by the Responsible Authority | | | | | | | | |
| 3 | No permit issued | | | | | | | | |
| Domain definitions | See Appendix: Glossary of Terms | | | | | | | | |
| Business Rules | The final outcome is the end result of the application process after taking into consideration the Responsible Authority outcome as well as any VCAT determinations. | | | | | | | | |
| Mandatory | Yes | | | | | | | | |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> | | | | | | | | |
| Purpose | <p>To allow for a quick count of exact numbers of permits issued throughout the state.</p> <p>To identify the proportion of successful and unsuccessful applications.</p> <p>To analyse effectiveness indicators when combined with VCAT outcomes.</p> <p>To separate the final result of an application from the decision processes to allow for better analysis of said process.</p> | | | | | | | | |
| Notes | <p>In the codes above, "issued" refers to either "issued" or "amended" / "to amend a permit".</p> <p>Applications that are not subject to the 'Notice of Decision (NOD) process must still have this field completed.</p> <p>Added in release 7.8</p> | | | | | | | | |

4.9 - Date of final outcome

| Date of final outcome | |
|-----------------------|---|
| Definition | The date that the Responsible Authority either issued the permit or refusal to the applicant, whether themselves or under the direction of VCAT. |
| Data Type | Date |
| Standard | ISO 8601-2003 and the XML/Schema type xs:date |
| Domain | YYYY-MM-DD, omitted if the outcome is "in progress" (blank is not valid for a completed application) |
| Domain definitions | |
| Business Rules | This is normally the date that appears on the copy of the permit or the letter advising that the application has been refused. |
| Mandatory | Yes for a completed application (i.e. where the Domain for Final Outcome is any other Domain than "In progress") |
| For use in | In public report <input checked="" type="checkbox"/> Responsible Authority performance <input type="checkbox"/> Data management <input type="checkbox"/> |
| Purpose | To calculate gross processing time (date of outcome less date application registered). |
| Notes | Most Responsible Authorities collect dates in the DD/MM/YYYY and this will need to be translated as part of the transfer process. Applications that are not subject to the 'Notice of Decision (NOD) process must still have this field completed. Added in release 7.8 |

Glossary of terms

Application category definitions

Change or extension of use: An application which proposes a change to the use of the land eg office to retail, industrial to warehouse, residential to restaurant or an application which proposes an intensification or increases in the way land is used eg expanding an office, increasing retail floor space.

Alterations to existing building or structure: An application proposing generally minor physical alterations to an existing building, other than an extension, for example, new painting, new fence, new windows.

Extension to existing dwelling or structure associated with a dwelling: An application to extend or increase the physical size of an existing dwelling or to construct or extend a building associated with an existing dwelling including a garage, carport, tennis court, swimming pool, pergola.

Extension to existing building or structure (other than dwelling) An application to extend a building or structure such as a shop, office, warehouse, factory.

One new building An application which involves the construction of a new building, such as a new office, factory or shop.

Single dwelling An application which involves the construction of one new dwelling.

Multi-dwellings An application that involves the construction of more than one new dwelling.

Other buildings and works An application that involves any other buildings and works such as road works, bus shelters, landscaping and including dams, septic tanks.

Demolition An application that involves demolition of a building or structure.

Native vegetation removal An application to remove, lop or destroy native vegetation including trees, shrubs, herbs and grasses".

Other vegetation removal An application involving the removal of vegetation, other than native vegetation.

Consolidation An application that involves the consolidation of two or more existing lots.

Subdivision of land An application that proposes the subdivision of land into two or more lots.

Subdivision buildings An application that involves the subdivision of an existing building.

Subdivision - Change to easement An application that involves a change to an existing easement that applies to the land.

Subdivision - Removal of covenant An application that proposes the removal of an existing covenant that applies to the land.

Subdivision – Realignment of Boundary An application that proposes to change or re-align the property boundary through subdivision or consolidation of land.

Liquor License An application that proposes a new liquor license or change in the terms of an existing liquor license.

Waiving of parking requirement An application which requires consent for a waiver or reduction in car parking requirements.

Signage: An application to build a new or alter an existing sign.

Other: Any other application.

Responsible Authority outcome definitions

Not yet determined: Any application where a Responsible Authority is still considering the issuing of a permit.

Notice of Decision issued by a delegate of the Responsible Authority: Any notice of decision to grant a permit issued by a Responsible Authority in accordance with Section 64 of the Planning and Environment Act 1987, by instrument of delegation pursuant to Section 98 of the Local Government Act 1989.

Notice of Decision issued by the Responsible Authority: Any notice of decision to grant a permit issued by a Responsible Authority under Section 64 of the Planning and Environment Act 1987.

Refusal issued by a delegate of the Responsible Authority: Any refusal of permit issued by a Responsible Authority in accordance with Section 65 of the Planning and Environment Act 1987, by instrument of delegation pursuant to Section 98 of the Local Government Act 1989.

Refusal issued by the Responsible Authority: Any refusal of permit issued by a Responsible Authority under Section 65 of the Planning and Environment Act 1987.

No permit required: The Responsible Authority registers the application but on further analysis by the Responsible Authority planner it is determined that no permit is required for that use or purpose.

Withdrawn: The applicant decides not to proceed with the application and advises the Responsible Authority in writing of that decision.

Lapsed: From Planning and Environment (General Amendment) Act 2004, Act No. 81/2004

- An application for a permit lapses if the information required under section 54(1) within the prescribed time under that section (or that requirement as changed by the Tribunal under section 78(b)) is not given by the final lapse date for the application.
- The final lapse date for an application is the last of the following to occur:
 - a) the lapse date specified in the notice under section 54(1A);
 - b) the new lapse date set out in a notice under section 54A, if applicable;
 - c) if the applicant has made an application to the Tribunal under section 78(b) in respect of the requirement for more information and the Tribunal has confirmed or changed the requirement, the new lapse date determined by the Tribunal under section 85(3);
 - d) if the applicant has made an application to the Tribunal under section 81(2) in respect of the refusal or failure of the Responsible Authority to extend the time to give the information and the Tribunal extends the time, the day after the end of the extended time;
 - e) if the applicant has made an application to the Tribunal under section 81(2) in respect of the refusal or failure of the Responsible Authority to extend the time to give the information and the Tribunal refuses to extend the time, the day that is 14 days after the day on which the Tribunal makes its determination."

Failure to Determine: The Responsible Authority has not reached a determination on the application prior to the time prescribed under section 79 of the Act

VCAT grounds for appeal definitions

Section 77: An appeal against a Responsible Authority's decision to refuse the issue of a permit

Section 79: An appeal for a decision after the expiration of the prescribed time under section 79 of the Act (Failure to determine)

Section 80: An appeal against conditions that have been placed upon the permit issued by the Responsible Authority

Section 82: An appeal against a Responsible Authority's decision to issue a permit

VCAT outcome definitions

In progress An appeal has been received by VCAT, and is currently under consideration

Affirmed The Tribunal affirms the original decision made by the Responsible Authority (and is a refusal in the instance of a failure to determine)

Varied The Tribunal agrees to vary the original decision made by the Responsible Authority

Set Aside The Tribunal overturns the original decision made by the Responsible Authority

Withdrawn/Struck Out The applicant withdraws their appeal, or the Tribunal determines there is no grounds for appeal

Remit The Tribunal determines that the Responsible Authority is to make the decision and sends the application back for review.

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