

Application Form

Request to Prepare, Adopt and Approve a Ministerial Amendment to the Planning Scheme under Section 20(4) of the *Planning and Environment Act 1987*

This form does not apply to amendments under section 20A or section 31 of the *Planning and Environment Act 1987*.

Name of Planning Scheme

The Land

Street Address

Unit No:	Street No:	Street Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/Locality:		Postcode:
<input type="text"/>		<input type="text"/>

Formal Land Description


Complete either A or B.

 This information can be found on the certificate of title.

A Lodged Plan
 Title Plan
OR Plan of Subdivision

B

The Proposal

 You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

Estimated cost of development

Existing Conditions

Describe how the land is used and developed now

Applicant and Owner Details

Provide details of the person seeking the planning scheme amendment and the owner of the land.

Person seeking the planning scheme amendment

Name:

Title:

First Name:

Surname:

Organisation (if applicable)

Postal Address:

If it is a P.O. Box, enter the details here:

Unit No.:

Street No.:

Street Name:

Suburb/Locality:

State:

Postcode:

Contact information:

Business phone:

Email:

Mobile phone:

Fax:

Owner of the land

Same as person seeking the planning scheme amendment

Name:

Title:

First Name:

Surname:

Organisation (if applicable)

Postal Address:

If it is a P.O. Box, enter the details here:

Unit No.:

Street No.:

Street Name:

Suburb/Locality:

State:

Postcode:

Owner's Signature (Optional)

Date (day / month / year):

Declaration

This form must be signed by the person seeking the planning scheme amendment



Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the planning scheme amendment.

Signature:

Date (day / month / year):

I,

declare that all the information in this application is true and correct; and the owner (if not myself) has been notified of the planning scheme amendment.

Checklist

Have you:

- Filled in the form completely?
- Paid or included the application fee of \$3,998.70?

Provided all necessary supporting information and documents?

- Cover letter
- A full, current copy of title information for each individual parcel of land forming the subject site, including any encumbrances and/or legal agreements.
- Urban Context and Planning Report.
- Architectural Plans (including demolition, existing and proposed site plans, elevations, schedule of materials and finishes).
- Staging plans or master plans, where applicable
- Traffic Impact Assessment Report
- Wind Report
- Waste Management Plan
- Landscape Plan (incorporating water sensitive urban design features)
- Acoustic Report
- Environmental Sustainable Development (ESD) Assessment

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Department of Environment, Land, Water and Planning

To obtain the address details for the relevant planning office, go to the department's Planning Contacts page at planning.vic.gov.au/contact-planning or email development.approvals@delwp.vic.gov.au.

Deliver application in person, by post or by email.

Payment

Please select the relevant payment method.

A Electronic Funds Transfer (EFT)

on:

of: Amount \$ **\$3,998.70**

was made to:

**BSB - 033 222
ACC - 13 11 46
ABN - 90 719 052 204**

B Cheque*

A cheque was made payable on

in accordance with the Planning and Environment (Fees) Regulations.

**Cheques must be made payable to the Department of Environment, Land, Water and Planning.*