

Ministerial Permits & Applications

Online Forms User Guide

Purpose

Permits and applications where the Minister for Planning is the responsible authority (*including social and affordable housing applications lodged on behalf of the Director of Housing*) must be lodged using the online forms for ministerial permits and applications.

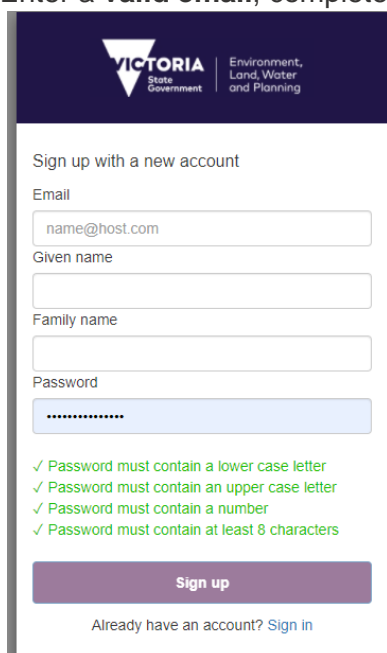
The following guide is to assist users with the sign up and lodgement process and includes;

- [How can I register?](#)
- [How do I lodge an application?](#)
- [How can I generate an invoice?](#)
- [How can I respond to a request for information \(RFI\)?](#)
- [Where to get further assistance](#)

How can I register?

If you are new to Ministerial Permits & Applications, you will need to complete the signup form. Users of the previous Permits Online system should sign up using the same first name, last name and email address previously registered in Permits Online so that previously submitted applications can be accessed (automatically).

1. Go to <https://application-hub.app.planning.vic.gov.au/pol/dashboard> to sign up.
2. Enter a **valid email**, complete all fields then select Sign up.



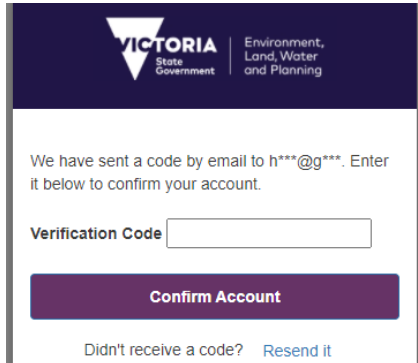
The screenshot shows a web form for signing up with a new account. At the top, the Victoria State Government logo is displayed alongside the text 'Environment, Land, Water and Planning'. The form title is 'Sign up with a new account'. It contains the following fields: 'Email' (with a placeholder 'name@host.com'), 'Given name', 'Family name', and 'Password' (with a masked password '.....'). Below the password field, there are four green checkmarks indicating password requirements: 'Password must contain a lower case letter', 'Password must contain an upper case letter', 'Password must contain a number', and 'Password must contain at least 8 characters'. A purple 'Sign up' button is located at the bottom of the form, and a link for 'Already have an account? Sign in' is positioned below the button.

3. Ensure that you do not close the signup browser window as you will receive an email with a verification code that will be needed to confirm the account. You may need to check your junk

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email folders for the email.

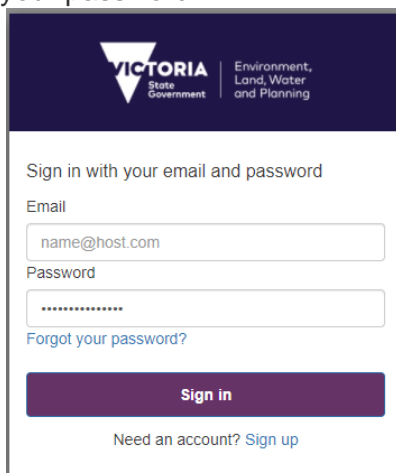


4. Once the account is confirmed, access will be available to the system to lodge and track ministerial permits and applications.

How do I lodge an application?

Applications will remain in draft until submitted. Information entered in an application is automatically saved as you enter data into each field.

1. **Go to** <https://application-hub.app.planning.vic.gov.au/pol/dashboard> and **log in** by entering the same credentials as those used when signing up. A password can be reset by selecting **Forgot your password?**



2. Once logged in, from the *My Dashboard* screen, **select Create application**. It is important for applicants to know which type of application they need approval for. See [Permit and applications](#)

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[types](#) for more details.

VICTORIA
Government
Environment,
Land, Water
and Planning

Home My dashboard Paul Simple



Ministerial permits and applications > My dashboard

My dashboard

Create application

Drafts

Sort by: Last updated (newest → oldest)

- Once in an application, it is important to read the on-screen instructions. Applicants can **see the progress of form completion** at the right of screen where;
 -  Green denotes all mandatory details have been provided
 -  Yellow/orange denotes incomplete details
- Multiple supporting documents can be uploaded.** It is preferred these are in PDF or Word format. Applicants will be able to see and change the uploaded documents if needed.

Supporting documents

The following supporting documents must be submitted with this application, preferably in PDF or Word format

- A full, current copy of title information for each individual parcel of land forming the subject site.
- A plan of existing conditions.
- Plans showing the layout and details of the proposal.
- Any information required by the planning scheme, requested by DELWP or outlined in a DELWP planning permit checklist.
- If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).
- If applicable, a current Metropolitan planning Levy certificate (a levy certificate expires 90 days after the day on which it is issued by the State Revenue Office and then cannot be used).

Supporting documents (Required)

1175341.pdf
PDF | 127.77KB

1175342.pdf
PDF | 153.02KB

Select to remove file

Drop files here or click to upload
Uploads are limited to 250MB per file

- Before you start
- Contact details
- Pre-application meeting details
- Land details
- Application details
- Additional details
- Supporting documents**
- Fees and payment
- Submit

- When completing the Fees and payment section, ensure the correct fee type and class is selected. A fee description will appear.

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6. When selecting a payment method, the user will be able to *generate an invoice*. It is important to have the contact details section complete prior to generating the invoice.

Fees and payment

[View planning and subdivision fees](#)

Fee

You must define all fees that are relevant to this application. Create as many fee entries as required.

Fee type (Required) saved

Applications for permits under section 47 of the Planning and Environment Act 1987 (regulation 9)

Class (Required) saved

Permit under section 47.

5

Fee amount

\$1,412.80

Fee description

To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$500,000 but not more than \$1,000,000

+ Add another Fee

Total amount to pay

The total amount is calculated as the highest fee plus 50% of the remainder of the fees.

\$1,412.80

Payment method (Required) saved

EFT

Generate invoice

BSB

033-875

Account and reference number

Unique number to be used for payment for this application only.

170012211

Before you start

Contact details

Pre-application meeting detail

Land details

Application details

Additional details

Supporting documents

Fees and payment

Submit

Select to generate an invoice

7. Applications with **all mandatory fields** completed will have a **clickable Submit** button. No further changes can be made once the application is submitted.

Submit

Applicant declaration (Required) saved

I declare that I am or represent the applicant; that all the information in this application is true and correct; and that the owner (if not myself) has been notified of the application

Privacy statement

The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting personal information provided by you in accordance with the principles of the Victoria privacy laws. The information you provide will be used for the following purposes:

- correspond with you about your application
- if necessary, notify affected parties who may wish to inspect your proposal so that they can respond
- if necessary, forward your application to a referral authority.

Your contact details may be used by DELWP or its contracted service providers under confidentiality agreements to survey you about your experience with DELWP.

The information you provide may be made available to:

- any person who may wish to inspect your proposal until the process is concluded
- relevant officers in DELWP, other Government agencies or Ministers directly involved in the planning process
- persons accessing information in accordance with the Public Records Act 1973 or the Freedom of Information Act 1982.

If all requested information is not received, DELWP may be unable to process your request.

You may access the information you have provided to DELWP by contacting [Development approvals](#)

Note: following submission no further changes can be made.

Back **Submit**

Before you start

Contact details

Pre-application meeting details

Land details

Application details

Additional details

Supporting documents

Fees and payment

Submit

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8. Once submitted, the **applicant will receive an email confirming the submission**. The application will automatically be **allocated a number** and all attachments that were included as supporting documents can be accessed if needed. Applicants have the **option to withdraw** the application if required.

Application number
PA2204114

Application name
PA2204114 ALLOTMENT 569888 SECTION 1A PORTION 98 HEIDELBERG-APPLICATION FOR PLANNING PERMIT

Location
Allotment 569888 Section 1A Portion 98 Heidelberg

Status
Received

[Withdraw](#)

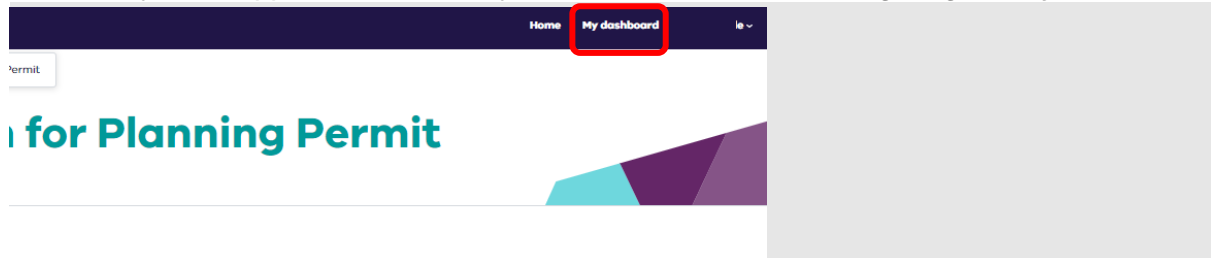
Attachments

Displaying 1-3 of 3 results

Filter Sort by: Attachment name (a - z) ▼

Attachment name	Uploaded by	Category	Size	
1175341.pdf	Paul Simple	Supporting documents	127.77KB	⬇
1175342.pdf	Paul Simple	Supporting documents	153.02KB	⬇
Apply for a planning permit form 2022-04-11 07-44.pdf	Paul Simple	Application form	10.07KB	⬇

9. To see any other applications that may be been commenced or lodged, go to **My dashboard**.



10. Applications commenced and **not yet submitted remain as draft** and **can be deleted** if no longer required. Additional applications can also be commenced from the **My dashboard** screen





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by selecting **Create application**.

My dashboard

The screenshot shows the 'My dashboard' interface. At the top right, there is a purple button labeled 'Create application' enclosed in a red rectangular box. Below this, the 'Drafts' section is visible. It includes a sub-header 'Drafts', a status indicator 'Displaying 1-2 of 2 results', and a 'Sort by:' dropdown menu set to 'Last updated (newest → oldest)'. A table lists two draft applications:

Draft ID	Type	Last updated	Status	
50775	Development plan	11 Apr 2022 7:55 AM	Started	 
50773	Planning permit	11 Apr 2022 7:11 AM	Started	 

The trash and edit icons for both rows are enclosed in a red rectangular box.

11. Once an application is submitted, it will be checked and when payment has been confirmed the **status will be updated** from 'Received' to 'Lodged'. When the application is assigned to a department planner, the status will be updated to 'Assigned' and the applicant will receive an email.

The screenshot shows the 'In progress applications' section. It includes a sub-header 'In progress applications', a status indicator 'Displaying 1-2 of 2 results', and a 'Sort by:' dropdown menu set to 'Application number (z → a)'. A table lists two in-progress applications:

Application number	Type	Location	Lodgment date	Status	
PA2204114	Application for Planning Permit	Allotment 569888 Section 1A Portion 98 Heidelberg	11 Apr 2022	Assigned	
PA2203756	Application for Planning Permit	19 GRAHAM ROAD VIEWBANK VIC 3084	04 Mar 2022	Assigned	

The 'Status' column for both rows is enclosed in a red rectangular box.

How can I respond to a request for information (RFI)?

During the pre-assessment stage, the assigned planner may require further information to continue with the assessment of the application. In such cases, the applicant will receive a request for **further information via email**, including instructions and required details outlined in an attached RFI letter. and the **status of the application will be updated to 'Request for Information'**.

Responding to the request must be via the [online lodgement forms](#) for ministerial permits and applications. The request for further information email will include a link to the relevant application and users will need to be logged into the system to access the application.

1. Either **log into the [online lodgement forms](#) for ministerial permits and applications** and open the application from the 'My Dashboard' screen or **click on the link from the email**.

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2. Once in the application, **select Respond to RFI**

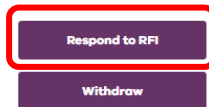
Application number
PA2204114

Application name
PA2204114 ALLOTMENT 569888 SECTION 1A PORTION 98 HEIDELBERG-APPLICATION FOR PLANNING PERMIT

Location
Allotment 569888 Section 1A Portion 98 Heidelberg

Lodgment date
11 Apr 2022

Status
Request for Information



The screenshot shows two buttons: 'Respond to RFI' and 'Withdraw'. The 'Respond to RFI' button is highlighted with a red rectangular border.

Attachments

Displaying 1-3 of 3 results

Filter Sort by: Attachment name (a → z)

Attachment name	Uploaded by	Category	Size
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3. The lapse date for the RFI will be noted. **Enter information and upload supporting documents to satisfy the request.** When all mandatory fields are completed, the **Submit**

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button can be selected.

Response details

Application number

PA2204114

Application name

PA2204114 ALLOTMENT 569888 SECTION 1A PORTION 98 HEIDELBERG-APPLICATION FOR PLANNING PERMIT

Application address

Allotment 569888 Section 1A Portion 98 Heidelberg

Our records show that you may be missing required information that will delay the processing of your application. Please see the RFI request and revise your document checklist to upload or provide details for any missing information.



Request for information lapse date


2022-04-19

Enter any additional information required (Required) SAVE

Copies of site plans as requested.

Supporting documents (Required)

 1174895.pdf
PDF | 88.23KB 


Drop files here or click to upload
Uploads are limited to 250MB per file

Note: following submission no further changes can be made.

Submit

- The assigned planner will be notified and will review the RFI response. Where the additional details satisfy the request for information, the Respond to RFI button will no longer appear. The

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Department planner will be in contact if the RFI response is unsatisfactory.

Application number
PA2204114

Application name
PA2204114 ALLOTMENT 569888 SECTION 1A PORTION 98 HEIDELBERG-APPLICATION FOR
PLANNING PERMIT

Location
Allotment 569888 Section 1A Portion 98 Heidelberg

Lodgment date
11 Apr 2022

Status
Assessment

Withdraw

Attachments

Where to get further assistance?

Application Enquiries

- Development Approvals & Design team - Development.approvals@delwp.vic.gov.au

Technical Support

- Planning Support
Monday to Friday 8:30am – 5:00pm
1800 789 386
planning.support@delwp.vic.gov.au