Government Land Planning Service

Application Form

Victorian Government departments or agencies are required to complete this application form along with the mandatory documents and submit by email to glp.service@delwp.vic.gov.au. The Government Land Planning Service will initially assess the application and recommend an appropriate planning stream pathway. In addition, advice will be provided about how to pay the statutory fee\*.

\* Note: The *Planning and Environment (Fees) Regulations 2016* prescribe the statutory fee to be paid for an amendment (or s96A combined amendment and planning permit). The fee is payable at the time of application. See reg 7 (or 14). DEECA/DTP cannot raise an invoice for a prescribed fee. A receipt is available on request. The current fees can be viewed at: <https://www.planning.vic.gov.au/guides-and-resources/legislation-regulation-and-fees/fees>.

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| **Applicant Information** |
| Department / Agency |  |
| Contact name |  |
| Mailing address |  |
| E-mail address |  |
| Telephone number |  |
| Reason for amendment |  |

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| **Site Details**  |
| Standard Parcel Identifier (SPI) if known |  |
| Street address |  |
| Municipality(s) |  |
| Landowner?  |  |
| Land size (hectares) |  |
| Estimated land value ($) |  |
| Does the site have any known encumbrances? | List any land encumbrances including s.173 agreements, covenants, easements etc |
| Is the site Freehold or Crown Land? | [ ]  Freehold [ ]  Crown Land |
| Has this site been determined surplus? | [ ]  Yes | If yes, please complete the Surplus Government Land Declaration Form |
| [ ]  No | If no, why not |

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| **What are the Current Planning Provisions**  |
| Zone(s) |  |
| Overlay(s) |  |
| Other ordinance(s) |  |

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| **What are the Proposed Planning Provisions**  |
| Zone(s) |  |
| Overlay(s) |  |
| Other ordinance change(s) |  |

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| **Mandatory documents to be supplied** |
| Signed application form | [ ]  |
| Signed surplus declaration form (if applicable) | [ ]  |
| Planning report\* | [ ]  |

\* Document must be supplied in Word and PDF formats.

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| **Mandatory planning scheme documents** |  |  |
| [ ]  | Explanatory report\* | [ ]  | Proposed new Zone / Overlay Schedule(s)\* |
| [ ]  | Instruction sheet\* | [ ]  | Evidence of consultation |
| [ ]  | Title\*\* / Plan of Subdivision / copy of restrictions | [ ]  | Map changes and Ordinance\* changes |
| [ ]  | Strategic Crown Land Assessment\* (if applicable) |  |  |
| \* Documents must be supplied in Word and PDF formats. \*\* A recent copy of title (within the last 3 months). |

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| **Background supporting reports** |  |  |
| [ ]  | Arboricultural Assessment | [ ]  | Heritage Assessment |
| [ ]  | Community Engagement Assessment | [ ]  | Traffic Report |
| [ ]  | Flora and Fauna Assessment | [ ]  | Other, please specify |

All supporting documents must be supplied in Word and PDF formats. Max file size = 20MB.

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| **Lodgement / Declaration**  |
| To lodge this application, a completed signed application form and all mandatory documents that accompany this application must be submitted as individual attachments by electronic transfer to: glp.service@delwp.vic.gov.au.  |
| [ ]  | I declare that all the information in this application is true and correct. I understand that Government Land Planning Service will complete an officer assessment report and that this will provide advice a recommended planning stream pathway for the specified site. |
| Signature |  |
| Date |  |

Note that before an application is complete:

* All necessary documents must be satisfactorily provided. The GLPS will undertake an initial assessment to determine this.
* The prescribed fee must be paid.

Note that the maximum file size for documents is 20MB. Please compress larger documents or break them into files under 20MB.