# Applicant Information

|  |  |
| --- | --- |
| Applicant Name/s: | [Insert details] |
| Business or organisation name: | [Insert details] |
| Phone number: | [Insert details] |
| Email: | [Insert details] |

# Council details

|  |  |
| --- | --- |
| Council: | [Insert details] |
| Council contact name: | [Insert details] |
| Phone number: | [Insert details] |
| Email: | [Insert details] |
| Planning permit application number: (Include any amendments) | [Insert details] |
| Planning permit status: | [Insert details] |
| Gazetted Precinct Structure Plan (PSP) applying to the land: (To be eligible, the PSP needs to be in metropolitan Melbourne) | [Insert details] |

# Project Details

|  |  |
| --- | --- |
| Project Name: | [Insert details] |
| Project address: (List address/es of all land forming part of the proposal) | [Insert details] |
| Project description: (Please provide a description of the project) | [Insert details] |
| Development yield – employment and/or residential (To be eligible, minimum criteria is 2ha employment subdivision\* or 100 lot residential subdivision.)  *\*Ability to justify an application below this threshold based on the level of investment or impact.* | [Insert details] |

# Request for assistance

|  |  |
| --- | --- |
| History: (Include the date of lodgement, status of the permit application, a description of the key issue/s and the reasons for the delay) | [Insert details] |
| Outline of assistance sought from Greenfield Subdivision Concierge: (Please include your proposed solution/s to the issue.) | [Insert details] |

# Supporting documentation required

* Permit application (if current application) including supporting documents and technical reports lodged with the application and any subsequent amendments, secondary consents or conditional plans
* Planning permit (if issued)
* Endorsed plans
* All documents submitted through SPEAR as part of the subdivision process.

# Proponent declaration

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

|  |  |
| --- | --- |
| Proponents signature: | [Insert details] |
| Date: | [Insert details] |

# Privacy collection notice

The Department of Transport and Planning (DTP) is committed to protecting your privacy. Any personal information collected, handled, stored, or disclosed about you through our services shall be managed in accordance with the principles of the Privacy & Data Protection Act 2014 as applicable, and as required by other privacy laws.

Personal information is “information or an opinion (including information or an opinion which is on a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion”.

We collect and use your information when it is necessary to fulfil our functions or engage in related activities, and to collect any information required to administer it or provide services associated with it. We use the information provided to assess any submitted requests. All information is required in order to enable DTP to assess your request efficiently.

Information collected through this program may be shared with our employees who need access to it as part of their duties for the reasons set out above. Where necessary, we may disclose your information to relevant officers in DTP, other Government agencies or Ministers directly involved in the planning process or to authorised third party service providers who assist us by performing functions or activities on our behalf, including to survey you about your experience with DTP.

For information about how we handle the information we collect about you, please refer to our [Privacy Policy](https://dtp.vic.gov.au/privacy/privacy-policy). You may access the information you have provided to DTP by emailing [greenfieldsubdivisionconcierge@transport.vic.gov.au](mailto:greenfieldsubdivisionconcierge@transport.vic.gov.au).