



HOW TO COMPLETE THIS APPLICATION

If you need help to complete this form, read [How to Complete the Application for Planning Permit Form](#)

 Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

 If the space provided on the form is insufficient, attach a separate sheet.

THE LAND

(1) Address of the land. Complete the Street Address and one of the Formal Land Descriptions


Street Address

Unit No: _____ Street No: _____ Street Name: _____

 Locality: _____ Postcode: _____

Formal Land Description


Complete either A or B

 This information can be found on the certificate of title.

A Lot No: _____ Lodged Plan Title Plan Plan of Subdivision No: _____
OR
B Crown Allotment Number: _____ Section Number: _____

 Parish OR Township Name: _____


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.


(2) For what use, development or other matter do you require a permit?

If you need help about the proposal, read:

[How to Complete the Application for Planning Permit Form](#)

 Provide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.


(3) Estimated cost of development for which the permit is required

Cost \$ _____  You may be required to verify this estimate
 Insert '0' if no development is proposed (eg, change of use, subdivision, removal of covenant, liquor licence)

EXISTING CONDITIONS

(4) Describe how the land is used and developed now.

eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

 Provide a plan of the existing conditions. Photos are also helpful.

TITLE INFORMATION

(5) Encumbrances on title

If you need help about the title, read:

[How to Complete the Application for Planning Permit Form](#)

Does the proposal breach, in any way, an encumbrance on the title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

- Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- No
- Not applicable (no such encumbrance applies)



Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', eg. restrictive covenants.)

APPLICANT AND OWNER DETAILS

(6) Provide details of the applicant and the owner of the land

Applicant

The person who wants the permit

Where the preferred contact person for the application is different from the applicant, provide the details of that person

Please provide at least one contact phone number

Owner


The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Name:			Surname:		
Title:	First Name:			Surname:	
Postal Address:			If it is a P.O Box, enter the details here:		
Unit No:	Street No:	Street Name:			
Locality:			Postcode:		
Contact persons details			Same as applicant (if so go to 'contact information') <input type="checkbox"/>		
Title:	First Name:			Surname:	
Organisation: (If applicable)					
Postal Address:					
Unit No:	Street No:	Street Name:			
Locality:			Postcode:		
Contact Information					
Phone:			Mobile:		
Fax:			Email:		
Name: Same as applicant (if so go to 'contact information') <input type="checkbox"/>					
Title:	First Name:			Surname:	
Organisation: (If applicable)					
Postal Address:					
Unit No:	Street No:	Street Name:			
Locality:			Postcode:		
Owners Signature (Optional):			Date:		

DECLARATION

(7) This form must be signed by the applicant

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

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

Owners Signature (Optional):

Date:

day/month/year

NEED HELP WITH THE APPLICATION?

If you need help with this form, read: [How to Complete the Application for Planning Permit Form](#)

Contact Buloke Shire Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application

(8) Has there been a pre-application meeting with a Council Planning Officer?

No Yes

If 'yes', with whom?:

Date:


day/month/year


CHECKLIST

(9) Have you:

Filled in the form completely?

Paid or included the application fee?

 Most applications require a fee to be paid. Contact Council to determine the appropriate fee.

 Provided all necessary supporting information and documents?

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 Council or outlined in a Council planning permit checklist

If required, a description of the likely effect of the proposal (eg. traffic, noise, environmental impacts).

Completed the relevant Council planning permit checklist?

Signed the declaration (section 7)?

Please lodge the completed and signed form, the fee payment and all documents by one of the following options:



Mail:

Buloke Shire Council
Po Box 1,
Wycheproof Vic 3527



In Person:

Wycheproof - 367 Broadway, Wycheproof



Email: buloke@buloke.vic.gov.au



Telephone: (03) 5478 0100 or 1300 520 520