



ALPINE SHIRE

The Planning Application Process

Do I need a permit

Whether you need a permit for your proposed use and or your proposed development will depend on the zone in which your land is located, whether any overlays apply to your land or whether the development is subject to any particular provision.

In each zone some land uses can be conducted without a permit, some need a permit and others are prohibited. The category into which each use falls directly relates to the primary purpose of the zone. For example, use of land for a dwelling in the Residential 1 zone does not need a permit.

Sometimes, even though the use may not need a permit, the development associated with the use, like the construction of a building, some earthworks, clearing native vegetation or creating an access to a highway, may require a permit.

To find out whether a permit is required for any aspect of your proposal you need to talk to Council's Planning Officer about what you wish to do.

Obtaining a planning permit can take as little as a few days or up to a number of months, depending on the complexity of the proposal.

Pre-application Consultation

Meeting with Council's Planning Officer while you are developing your proposal is very important. It will assist you to determine whether you need a permit, whether the proposal is consistent with State and local policies, whether the proposal meets the relevant controls and what supporting information will be required for Council to assess your application. This early consultation will help in developing your application, as you will be able to design your proposal in accordance with the relevant controls.

How do I apply for a planning permit ?

If, following pre-application consultation with Council's Planning Officer, you have been advised that you need a planning permit for some aspects or all of your proposal you need to:

Prepare the appropriate supporting documentation
Complete the application form
Lodge them along with the appropriate fee with Council, by post or in person

What supporting documentation do I need to supply with my planning permit application?

The type and level of detail of supporting documentation required by Council will depend on the nature of the proposal.

For most applications the following is required as a minimum:

Copy of title to the land
Existing conditions plan
Plan of proposed development (in the case of a development application)
Explanation of the proposed use – hours of operation, number of employees etc (in the case of a use application)
Sufficient and appropriate supporting documentation is important to enable Council and the community to fully understand the proposal and, in the case of Council, make a well-informed decision.

If this information is not submitted with the application, your application will be delayed while the Council writes to you requesting it.

Public Notification

If Council believes that your proposal may have an impact on other people, like your neighbours, you may be requested to advise them about your proposal. This advice may be in the form of a notice posted to them, or a notice placed on the site, or a notice in the local paper. Council will advise you if you are required to undertake any notification and in what form. If Council undertakes this notification on your behalf, fees will be applicable.

In response to this notification, surrounding land owners may lodge objections to the proposal. These objections must state how they believe the proposal will affect them.

In considering the application Council must take into account the concerns raised in the objections. Council may involve the applicant and the objectors in a mediation process to attempt to resolve any concerns, prior to determining the application.

Referrals

Council may also send the application to other agencies, such as the Department of Sustainability and Environment or VicRoads for advice or direction. These are called referrals.

In some cases the planning scheme requires that the application be sent to certain agencies. In this case Council must comply with the response from that agency. The response may include a requirement that certain conditions be included on any permit granted or may require that the application be refused.

Even if not required by the planning scheme, Council may chose to send the application to another agency if it believes the proposal may impact on their interests or the agency may be able to provide Council with some advice to assist in assessment of the application.

Consideration of Application

The elected Council is responsible for considering and determining planning permit applications. To assist them in these deliberations, the Council officer will prepare a report about the proposal.

Council is able to delegate responsibility to an officer to determine planning applications. Most Councils have granted delegation to a senior member of staff to determine some planning applications, usually those considered to be minor and straight forward.

Appeals

Where applicants or objectors disagree with Council's decision they can lodge an appeal with the Victoria Civil Administrative Tribunal (VCAT).

Before lodging your application

Before lodging your application for planning, have you discussed your proposal with Council's Planning Officer to determine:

What approvals are required?

Whether it is consistent with State and local policies and meets all relevant controls?

What supporting information is required?

Have you completed the application form?

Do you have the prescribed fee?

A copy of title?

Have you informed the owner of the land (if this is not you)?

Do you have an existing conditions plan?

A plan showing the works proposed (if appropriate)?

All other supporting documentation requested by Council's Planning Officer?