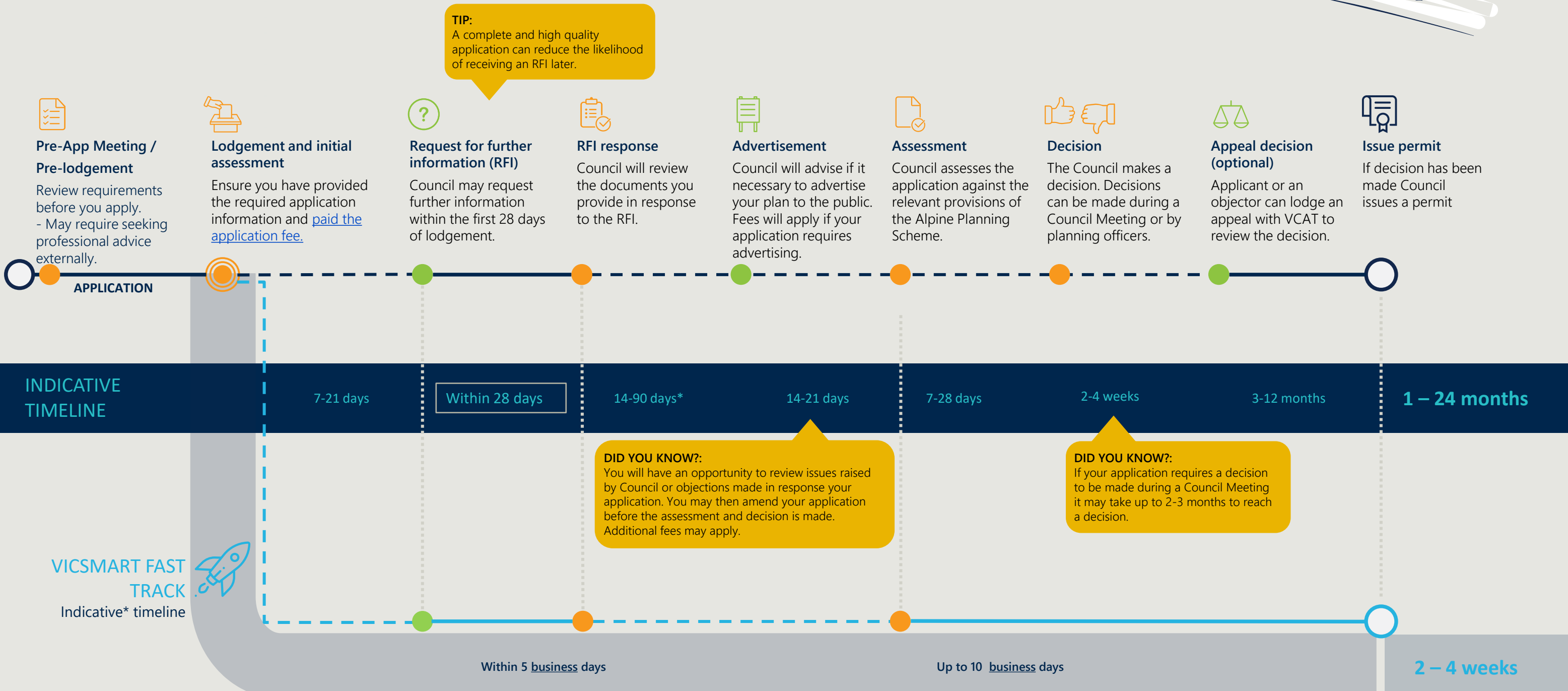


Planning permit process

Timings provided below are a guidance based on how long most applications take at each stage. Numerous triggers can start, stop and reset timing throughout this process. Requests for further information sent within 28 days and formal application amendments will reset the clock.



TIP:
A complete and high quality application can reduce the likelihood of receiving an RFI later.



Pre-App Meeting / Pre-lodgement
Review requirements before you apply.
- May require seeking professional advice externally.

Lodgement and initial assessment
Ensure you have provided the required application information and [paid the application fee](#).

Request for further information (RFI)
Council may request further information within the first 28 days of lodgement.

RFI response
Council will review the documents you provide in response to the RFI.

Advertisement
Council will advise if it necessary to advertise your plan to the public. Fees will apply if your application requires advertising.

Assessment
Council assesses the application against the relevant provisions of the Alpine Planning Scheme.

Decision
The Council makes a decision. Decisions can be made during a Council Meeting or by planning officers.

Appeal decision (optional)
Applicant or an objector can lodge an appeal with VCAT to review the decision.

Issue permit
If decision has been made Council issues a permit

DID YOU KNOW?:
You will have an opportunity to review issues raised by Council or objections made in response your application. You may then amend your application before the assessment and decision is made. Additional fees may apply.

DID YOU KNOW?:
If your application requires a decision to be made during a Council Meeting it may take up to 2-3 months to reach a decision.

VICSMART FAST TRACK
Indicative* timeline



DID YOU KNOW?:
If you meet the criteria, you can classify as a 'VicSmart' applicant.

VicSmart Criteria
You may be eligible to apply for VicSmart.
[Review requirements](#)

LEGEND

- Typical pathway
- VicSmart Fast Track
- - - Council has to make a decision within 60 days from lodgement (statutory clock active)
- Only if applicable step
- Mandatory step

*Timeframes variable dependent on input of referral authorities.

VICSMART
Minor subdivision, buildings and works, tree removal and lopping, signs, car parking reductions.

INDICATIVE TIMELINE
NOTE timeline is indicative and may vary based on application and due to any internal/ external referrals required.